HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

APRIL 15, 1988 - ~~JUNE~~ Sept. '88

Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

Friday, January 13, 1989
8:00 A.M.
HAMILTON CONVENTION CENTRE
Room 314

REGULAR AGENDA

1. **Election of Officers - 1989** — Attachment 1

2. **Appointment of 1989 Committee Membership and Election of Committee Officers**
   (Please refer to By-Law No. 2 attached to the Annual Meeting Agenda)

3. **Correspondence**

4. **Minutes of December 17, 1988** — Attachment 4

   4.1 Errors or Omissions
   4.2 Motion to Approve

5. **Business Arising From the Minutes**

   5.1 Hamilton Place Committee Special Meeting Date — Attachment 5.1

6. **Committee Reports/Minutes**

   (January Committee meetings will be presented to the Board of Directors at the February Board meeting)

Regular Agenda
January 13, 1989

7. **New Business**

7.1	Hamilton Place Roof Replacement	Attachment 7.1
7.2	B'Nai Brith Dinner, January 30, 1989	Attachment 7.2
7.3	C.Y.O. Celebrity Dinner	Attachment 7.3
7.4	HECFI Promotional Material	Attachment 7.4

8. **Other Business**

9. **Date of Next Meeting**

Friday, February 17, 1989
8:00 A.M.
HAMILTON CONVENTION CENTRE
Albion C

10. **Adjournment**

January 9, 1989
Patricia Bennett
Secretary to the Board of Directors

Attachment 1

1. **Election of Officers - 1989**

Note: Attached is an excerpt from the HECFI By-laws pertaining to the election of Officers.

SECTION FIVE

OFFICERS

5.01 **Election of Chairman, First Vice-Chairman and Second Vice-Chairman.** The Directors shall, at the meeting of the Board held immediately subsequent to the Annual Meeting of the Members, elect annually a Chairman, a First Vice-Chairman and a Second Vice-Chairman from amongst themselves.

The First Vice-Chairman shall act in place and stead of the Chairman when the Chairman is absent. The Second Vice-Chairman shall act in place and stead of the Chairman when both the Chairman and First Vice-Chairman are absent. At least one of the Chairman or First Vice-Chairman or Second Vice-Chairman shall be a Member of Council and at least one of them shall not be a Member of Council. The Chairman, First Vice-Chairman and Second Vice-Chairman are eligible for re-election.

At the first meeting of the Board of Directors immediately subsequent to the Annual Meeting of the Members the outgoing Chairman shall invite nominations for a new slate of officers of the new year. After nominations have been invited from the floor and nominations have been declared closed, the Officers of the Corporation shall be elected or acclaimed. Upon request by any Director of the Board, the balloting for such elections shall be by secret ballot. Upon completion of the elections the newly elected Chairman shall then assume the Chair and proceed with the business of the meeting.

Attachment 4

4. **Minutes of December 17, 1988**

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, December 16, 1988
8:00 A.M.
COPPS COLISEUM
Hamilton Room

REGULAR SESSION

PRESENT:	Mayor R. Morrow
	Alderman J. Gallagher
	Alderman T. Murray
	Alderman D. Drury
	Alderman T. Jackson
	Alderman D. Agostino
	Alderman W. McCulloch
	Mr. T. Casey
	Mr. S. Cino
	Mr. W. McFarland
	Mr. D. Beattie
	Mr. N. Levitt
	Mrs. M. Dow
	Mr. F. DeNardis
	Mr. W. Tidball
ALSO PRESENT:	Alderman B. Hinkley
	Mr. B. Conacher
	Mr. T. Burrows
	Mr. J. Crane
	Mr. J. Leuser
REGRETS:	Alderman H. Merling
	Mr. G. Kwiatowski
MEDIA:	Ms. Jane Coutts, The Spectator

Alderman Hinkley took the chair and opened the meeting at 8:20 a.m. by welcoming the new Members of the Board. Alderman Hinkley advised that Mr. McFarland had been reappointed as a citizen Member and that Mr. Paul Cowell and Ms. Alison VanDuzer had also been appointed. Staff members were introduced to the newly appointed political Board Members who were present, Aldermen Jackson, Drury and Agostino.

Alderman Hinkley advised that a media conference will take place at the City Hall, 10:15 in the Mayor's Office. The topic of the media conference is the proposed purchase of the Toronto Marlies.

Alderman Hinkley informed the Board that an outstanding In-Camera item of business required discussion and requested a decision in respect of the Board's preference as to when it should be discussed. Alderman Hinkley also informed the Board that HECFI's legal counsel has advised that the Chairman of this meeting must be a Member in full standing of the Board of Directors and that therefore an appointment of an Acting Interim Chairman must be made.

1. Appointment of Acting Interim Chairman

MOVED by Alderman Murray, seconded by Mr. DeNardis that

ALDERMAN JOHN GALLAGHER BE APPOINTED ACTING INTERIM CHAIRMAN FOR THE DECEMBER 16, 1988 MEETING.

MOTION CARRIED.

Alderman Gallagher assumed the Chair.

Alderman Murray expressed his appreciation of Alderman Hinkley's involvement with HECFI stating that Alderman Hinkley was one of the driving forces in the construction of Copps Coliseum; one of the reasons the Copps Coliseum construction costs came in under budget; and that he has given 110% during his tenure. Alderman Murray expressed his regret that Alderman Hinkley has decided to withdraw his HECFI involvement and that he hoped Alderman

Hinkley's expertise and experience may be called upon from time to time.

On behalf of the HECFI citizen Members, Mr. Cino commended Alderman Hinkley for not using the HECFI Chairmanship for political purposes and for taking a business-like approach to the problems of HECFI.

Mrs. Dow stated that Alderman Hinkley had been a mentor to her and expressed her appreciation. Mrs. Dow hoped that the new appointees will receive the same kind of assistance.

It was agreed that the agenda item raised by Alderman Hinkley would be discussed as the next order of business.

MOVED by Mr. DeNardis, seconded by Mr. Tidball that

THE MEETING MOVE INTO IN-CAMERA.

MOTION CARRIED (8:30 A.M.)

All staff members were requested to leave.

Staff returned to the meeting at 9:15 a.m. The Board took a short break from 9:17 a.m. to 9:25 a.m.

Alderman Hinkley left the meeting.

2. Notices of Motion : HECFI ByLaws

MOVED by Mr. DeNardis, seconded by Mrs. Dow that

THE NOTICES OF MOTION TO AMEND HECFI BYLAW NO. 1 IN RESPECT OF THE COMPOSITION OF THE BOARD, QUORUM OF THE BOARD AND QUORUM OF MEMBERS AT THE ANNUAL MEETING WAS RECEIVED.

MOTION CARRIED.

Following discussion, the Board agreed not to change the quorum of the Committees which will remain at three (3). As well, the Board agreed that application to change the legislation to permit the appointment of citizen members to occur

at the same time as the newly appointed Council members will not be made.

It was clarified that a formal orientation package is being developed for Board Members.

3. Correspondence

MOVED by Alderman Murray, seconded by Mr. Levitt that

CORRESPONDENCE DATED NOVEMBER 7, 1988 FROM DOROTHY JOLLIFFI COMMENDING THE SERVICE PROVIDED BY THE HAMILTON CONVENTION CENTRE; NOVEMBER 16, 1988 FROM NORMAN EMBREE EXPRESSING APPRECIATION FOR ALLOWING THE HAMILTON GALLERY OF DISTINCTION TO CONSTRUCT THE GALLERY OF DISTINCTION AT THE CONVENTION CENTRE AND A THANK YOU NOTE FROM THE FARRAUTO FAMILY BE RECEIVED.

MOTION CARRIED.

4. Minutes of November 18, 1988

MOVED by Alderman Murray, seconded by Mr. Cino that

THE MINUTES OF NOVEMBER 18, 1988 BE APPROVED.

MOTION CARRIED.

5. Business Arising From the Minutes

5.1 Carpet Replacement in the Hamilton Convention Centre and Hamilton Place Theatre

Mr. Dockman, Operations Manager, at the Hamilton Convention Centre assured the Board that the additional 400 yards of extra carpet will be stored in a dry area.

6. Committee Reports/Minutes

6.1 Copps Coliseum Committee Eleventh Report

MOVED by Alderman Murray, seconded by Mr. McFarland that

THE COPPS COLISEUM COMMITTEE ELEVENTH REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT THE 1989 - 1993 CAPITAL BUDGET PROGRAMME FOR COPPS COLISEUM BE APPROVED.

THAT THE 1989 - 1993 CAPITAL BUDGET PROGRAMME FOR CENTRAL UTILITIES PLANT BE APPROVED.

THAT THE 1989 OPERATING BUDGET FOR COPPS COLISEUM BE APPROVED.

THAT THE 1989 OPERATING BUDGET FOR CENTRAL UTILITIES PLANT BE APPROVED.

THAT THE OPTION TO RENEW THE EXISTING CONTRACT FOR CLEANING SERVICES AT COPPS COLISEUM FOR AN ADDITIONAL TWELVE (12) MONTH PERIOD COMMENCING 1989 JANUARY 1 AND TERMINATING 1989 DECEMBER 31 BE EXERCISED BY THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. IN FAVOUR OF FEDERATED BUILDING MAINTENANCE COMPANY LIMITED.

THAT THE OPTION TO RENEW THE EXISTING CONTRACT FOR SECURITY SERVICES AT COPPS COLISEUM FOR AN ADDITIONAL TWELVE (12) MONTH PERIOD COMMENCING 1989 DECEMBER 1 AND TERMINATING 1989 NOVEMBER 30 BE EXERCISED BY THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. IN FAVOUR OF PINKERTON'S OF CANADA LTD.

MOTION CARRIED.

The following items were received for information:

(i) Status Report on Confirmed Events/Performances at Copps Coliseum-December 1988 - March 1989;

(ii) Marketing Services Report - November 1988;

(iii) Consolidated Unaudited Operating Results for HECFI for the Ten Month Period Ended October 31, 1988;

(iv) Unaudited Operating Results for the Central Utilities Plant for the Ten Month Period Ended October 31, 1988;

(v) Client Evaluation and Comment Cards;

(vi) Report by the Director of Copps Coliseum;

(vii) The Committee approved a public skate at Copps Coliseum on December 18, 1988;

(viii) An agreement has been negotiated with Core Media Inc. to market the display advertising in and around Copps Coliseum. A report highlighting details of the agreement will be circulated by the Managing Director/CEO.

In response to Mr. Tidball's query as to whether patrons' complaints in respect of the concessions are relayed to Volume Services Inc., Mr. Crane responded by stating that management reviews the service(s) provided by the concessionaire on an on-going basis. It was suggested that the Copps Coliseum Committee provide a report to the Board and further that Mr. Smith, Manager of Volume Services Inc., be invited to attend a Copps Coliseum Committee meeting.

6.1.1 Copps Coliseum Committee Minutes of October 26, 1988

MOVED by Alderman Murray, seconded by Mr. McFarland that

THE COPPS COLISEUM COMMITTEE MINUTES OF OCTOBER 26, 1988 BE RECEIVED.

MOTION CARRIED.

6.2 Hamilton Convention Centre Committee Tenth Report

MOVED by Mr. Levitt, seconded by Mrs. Dow that

THE HAMILTON CONVENTION CENTRE COMMITTEE TENTH REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT THE CAPITAL BUDGET SUBMISSIONS FOR THE FIVE YEAR PERIOD FROM 1989 TO 1993 BE APPROVED AS SUBMITTED TO THE CONVENTION CENTRE COMMITTEE.

THAT THE OPERATING BUDGET SUBMISSIONS FOR 1989 BE APPROVED AS SUBMITTED TO THE CONVENTION CENTRE COMMITTEE.

THAT THE SERVICES OF WRIGHTS CITY LAUNDRY BE RETAINED FOR A FURTHER THREE-YEAR PERIOD COMMENCING DECEMBER 1, 1988.

THAT APPROVAL BE GRANTED TO CONSTRUCT AN OFFICE IN THE PRESENT STORAGE AREA AT THE WEST END OF THE SECOND FLOOR FOR THE TOTAL COST OF $2,675., THE WORK TO BE COMPLETED BY THE CITY PROPERTY MAINTENANCE DEPARTMENT AND FUNDED FROM THE UNEXPENDED BALANCE REMAINING IN THE WORK IN PROGRESS EXPENDITURES ACCOUNT FOR CONSTRUCTION OF THE KITCHEN EXPANSION.

MOTION CARRIED.

The following items were received for information:

(i) The unaudited operating results for the ten month period to October 31, 1988;
(ii) Report from the Operations Manager for the month of October, 1988;
(iii) Correspondence;
(iv) Client Evaluations;
(v) Marketing Services Report;
(vi) It was reported that installation of new Emergency Stop Buttons was expected to be completed by December 31, 1988.

6.2.1 Hamilton Convention Centre Committee Minutes of October 28, 1988

MOVED by Mr. Levitt, seconded by Mrs. Dow that

THE HAMILTON CONVENTION CENTRE COMMITTEE MINUTES OF OCTOBER 28, 1988 BE RECEIVED.

MOTION CARRIED.

6.3 Hamilton Place Committee Ninth Report

MOVED by Mr. Cino, seconded by Mr. Tidball that

THE HAMILTON PLACE COMMITTEE NINTH REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

> **THAT THE HAMILTON PLACE OPERATING BUDGET FOR 1989 BE APPROVED AND SUBMITTED TO THE FULL BOARD FOR RATIFICATION.**
>
> **THAT THE HAMILTON PLACE CAPITAL BUDGET FOR THE FIVE YEAR PERIOD FROM 1989 TO 1993 BE APPROVED AND SUBMITTED TO THE FULL BOARD FOR RATIFICATION.**

MOTION CARRIED.

The following items were received for information:

(i) The Special Meeting to discuss Hamilton Place activity was postponed until early in the new year;
(ii) Marketing Services Report;
(iii) Report from the Assistant Director;
(iv) Report from the Director of Finance & Administration.

6.3.1 Hamilton Place Committee Minutes of October 27, 1988

MOVED by Mr. Cino, seconded by Mr. Tidball that

THE HAMILTON PLACE COMMITTEE MINUTES OF OCTOBER 27, 1988 BE RECEIVED.

MOTION CARRIED.

7. Executive Committee

As there was no Executive Committee meeting held in December the preceding Committee Reports and the following agenda items normally presented to the Executive Committee were presented to the full Board for approval.

7.1 Executive Committee Minutes of October 12, 1988

MOVED by Mr. McFarland, seconded by Alderman Murray that

THE EXECUTIVE COMMITTEE MINUTES OF OCTOBER 12, 1988 BE RECEIVED.

MOTION CARRIED.

7.2 Report by Director of Finance & Administration

MOVED by Mr. McFarland, seconded by Mr. Cino that

THE DECEMBER 1, 1988 REPORT FROM THE DIRECTOR OF FINANCE AND ADMINISTRATION BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

7.3 Marketing Services Report

MOVED by Alderman McCulloch, seconded by Alderman Jackson that

THE NOVEMBER, 1988 MARKETING SERVICES REPORT BE RECEIVED.

MOTION CARRIED.

7.4.1 HECFI Consolidated Unaudited Operating Results for the Period Ended October 31, 1988

MOVED by Mr. Cino, seconded by Alderman Murray that

THE HECFI CONSOLIDATED UNAUDITED OPERATING RESULTS FOR THE PERIOD ENDED OCTOBER 31, 1988 BE RECEIVED.

MOTION CARRIED.

7.4.2 CUP Consolidated Unaudited Operating Results for the Period Ended October 31, 1988

MOVED by Alderman Murray, seconded by Mr. Beattie that

THE CUP CONSOLIDATED UNAUDITED OPERATING RESULTS FOR THE PERIOD ENDED OCTOBER 31, 1988 BE RECEIVED.

MOTION CARRIED.

7.5 1989 Operating Budget for HECFI and CUP
1989 - 1993 Capital Budget for HECFI and CUP

MOVED by Mr. McFarland, seconded by Mr. Cino that

THE 1989 OPERATING BUDGETS FOR HECFI AND CUP BE APPROVED.

MOTION CARRIED.

It was noted that budgets had been approved by the three Facility Committees.

Mr. McFarland commended staff for their efforts in presenting zero based budgets.

During discussion Alderman Agostino recommended that staff provide Board Members with convention background information in order that Board Members may assist with Hamilton's bid for possible future conventions. It was also clarified that registration fees to conferences/conventions make up, proportionately, the largest cost in attendance.

Management informed the Board that irrespective of whether operating surpluses were placed in reserve and used to fund capital projects, the projects documented in the five year plan were necessary.

MOVED by Mr. McFarland, seconded by Mr. Casey that

THE 1989 - 1993 CAPITAL BUDGET FOR HECFI BE APPROVED.

MOTION CARRIED.

MOVED by Mr. Tidball, seconded by Mr. DeNardis that

THE 1989 - 1993 CAPITAL BUDGET FOR HECFI BE APPROVED.

MOTION CARRIED.

7.6 HECFI Special Events Subsidy Reserve Account

MOVED by Mr. Cino, seconded by Mr. DeNardis that

THE CORPORATION OF THE CITY OF HAMILTON NOT BE REQUESTED TO MAKE A FINANCIAL CONTRIBUTION IN 1989 TO THE HECFI SPECIAL EVENTS SUBSIDY RESERVE ACCOUNT.

MOTION CARRIED.

It was noted that management is of the opinion that the estimated uncommitted reserve account balance of $145,000. at December 31, 1988 will be sufficient to finance 1989 commitments.

8. New Business

MOVED by Alderman Agostino, seconded by Mrs. Dow that

THE HECFI CHRISTMAS PARTY FOR STAFF AND BOARD MEMBERS BE SUBSIDIZED AT APPROXIMATELY $3,700; and THAT THIS SUBSIDY BE CHARGED TO OPERATING ACCOUNT NUMBER 8330-1098, STAFF RELATIONS AND PROMOTIONS.

MOTION CARRIED.

8.2 Hamilton Place Theatre Capital Project : Replacement of Sound System

MOVED by Mr. DeNardis, seconded by Mrs. Dow that

APPROVAL BE GIVEN TO AWARD THE PHASE #1 CONTRACT TO TELE-TECH ELECTRONICS LTD. FOR THE TOTAL NET PRICE OF $71,940. FOR THE SUPPLY, INSTALLATION AND MODIFICATION OF THE AUDIO MIXING CONSOLE, HAMILTON PLACE; and THAT THIS PURCHASE BE FINANCED FROM WORK-IN-PROGRESS EXPENDITURE ACCOUNT NUMBER 0408-K82571, REPLACE SOUND SYSTEM HAMILTON PLACE.

MOTION CARRIED.

8.3 Copps Coliseum Capital Project : Installation of New Trane Chiller

MOVED by Alderman Murray, seconded by Alderman Jackson that

THE TENDER SUBMITTED BY COMSTOCK CANADA IN THE TOTAL AMOUNT OF $89,838. INCLUDING ALL APPLICABLE TAXES FOR THE INSTALLATION OF OWNER'S PACKAGED CENTRIFUGAL WATER CHILLER AT CITY HALL BE ACCEPTED; and THAT THIS EXPENDITURE BE FINANCED FROM ACCOUNT NO. 0408-A25115, INSTALL NEW CHILLER - CITY HALL.

MOTION CARRIED.

9. Other Business

10. Date of Next Meeting

Friday, January 13, 1989
8:00 A.M.
HAMILTON CONVENTION CENTRE
Room 314

Alderman Murray expressed concern that the Hamilton Room guidelines were not being adhered to and requested that meetings take place at the Convention Centre when possible.

A motion moved by Alderman Jackson, seconded by Alderman Murray, to commence future Board meetings at 9:00 a.m. was defeated.

11. In-Camera Motions

The following motions were carried during the In-Camera Session:

THAT THE RECOMMENDATION OF THE EXECUTIVE COMMITTEE WITH RESPECT TO THE CHIEF EXECUTIVE OFFICER'S PERFORMANCE APPRAISAL BE APPROVED.

THE IN-CAMERA MINUTES OF NOVEMBER 18, 1988 BE APPROVED.

THE COPPS COLISEUM IN-CAMERA COMMITTEE REPORT OF NOVEMBER 23, 1988 BE APPROVED AND THE FOLLOWING RECOMMENDATION ENDORSED:

> **THAT THE 1989 HECFI BUSINESS PLAN, SUBJECT TO REVISIONS AS REQUIRED, BE APPROVED.**

THE COPPS COLISEUM COMMITTEE IN-CAMERA MINUTES OF OCTOBER 26, 1988 BE RECEIVED.

THE HAMILTON CONVENTION CENTRE COMMITTEE IN-CAMERA REPORT OF NOVEMBER 25, 1988 BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

> **THAT THE HECFI BUSINESS PLAN AS IT RELATES TO THE HAMILTON CONVENTION CENTRE BE APPROVED, SUBJECT TO REVISIONS BY THE FULL BOARD.**
>
> **THAT THE CITY OF HAMILTON AND THE REGION BE APPROACHED IN REGARDS TO AN EXPANSION OF THE CONVENTION CENTRE; and THAT HAMILTON PLACE MANAGEMENT BE REQUESTED TO JOIN THE DISCUSSION(S); and THAT INPUT FROM THE ART GALLERY BE OBTAINED.**

THE HAMILTON CONVENTION CENTRE COMMITTEE IN-CAMERA MINUTES OF OCTOBER 28, 1988 BE RECEIVED.

THE HAMILTON PLACE COMMITTEE IN-CAMERA REPORT OF NOVEMBER 24, 1988 BE APPROVED.

THE HAMILTON PLACE COMMITTEE IN-CAMERA MINUTES OF OCTOBER 27, 1988 BE RECEIVED.

THE EXECUTIVE COMMITTEE MINUTES OF OCTOBER 12, 1988 BE RECEIVED.

THE FINANCIAL AND STATISTICAL INFORMATION REPORTS ON EVENTS FOR THE TEN MONTH PERIOD ENDED OCTOBER 31, 1988 FOR COPPS COLISEUM BE RECEIVED.

THE FINANCIAL AND STATISTICAL INFORMATION REPORTS ON EVENTS FOR THE TEN MONTH PERIOD ENDED OCTOBER 31, 1988 FOR HAMILTON PLACE THEATRE BE RECEIVED.

THE FINANCIAL AND STATISTICAL INFORMATION REPORTS ON EVENTS FOR THE TEN MONTH PERIOD ENDED OCTOBER 31, 1988 FOR THE HAMILTON CONVENTION CENTRE BE RECEIVED.

THE 1989 HECFI BUSINESS PLAN BE APPROVED AS AMENDED.

THE PROPOSED 1989 HECFI PART-TIME EMPLOYEE WAGE RATES AS DOCUMENTED IN THE MANAGING DIRECTOR'S DECEMBER 16, 1988 REPORT, BE ACCEPTED AND APPROVED EFFECTIVE JANUARY 1, 1989.

THE LAW FIRM OF ROSS & MCBRIDE CONTINUE TO BE USED TO PROVIDE THE LEGAL SERVICES REQUIRED BY HECFI FOR 1989, SUBJECT TO HECFI RESERVING THE RIGHT TO TERMINATE THE LEGAL SERVICES AT ANY TIME AS IT MAY IN ITS DISCRETION DETERMINE. IN ADDITION, HECFI RESERVES, AT ALL TIMES, THE RIGHT TO RETAIN SUCH FURTHER AND OTHER LAW FIRMS AND TO PROCURE ALL SUCH FURTHER AND OTHER LEGAL ADVICE AS IT MAY REQUIRE FROM TIME TO TIME WITHOUT THE NECESSITY OF CALLS FOR PROPOSALS.

THE PROPOSED RECLASSIFICATION OF ADMINISTRATIVE ACCOUNTING CLERK TO ADMINISTRATIVE ASSISTANT/SECRETARY BE REFERRED TO THE EXECUTIVE COMMITTEE.

THE IN-CAMERA SESSION BE ADJOURNED.

12. Adjournment

MOVED by Alderman Jackson, seconded by Mr. Cino that

THE REGULAR SESSION BE ADJOURNED. (10:14 a.m.)

MOTION CARRIED.

TAKEN AS READ AND APPROVED

Alderman J. Gallagher
Acting Interim Chairman

Patricia Bennett
Secretary

5.1 Hamilton Place Committee Special Meeting Date

Note (i): At the December 17th, 1988 Meeting of the Board of Directors it was determined that January 16, 18 or 25, 1989 were not convenient dates for all Board Members to attend the Special Meeting.

Note (ii): Please note the attached correspondence from Mr. Jack A. Price.

cc. Mrs. Pat Bennett, Secretary - HECFI Committee for next agenda fr
Bob Morrow, January 3rd, 1989

COF

NO'

The Price Group Inc.

5 McIntosh Drive, Markham, (Toronto), Ontario L3R 8C7 (416) 479-7111

Consultants to Management in
Marketing • Advertising • Sales Management • Public Relations • Public Affairs • Special Events • Creative Writing • Research • Sales Training • Video and Tele

November 24, 1988.

Dear Tom!

Unfortunately, I have not been able to excite too much interest in the Members of the Board of the Council on Road Trauma in the performers appearing at Hamilton Place between January and June of 1989.

However, I shall keep trying.

We discussed the possibility of renting the theatre and producing our own show.

I am quite adept at running creative focus groups. And am producing quite a few shows as fund raising vehicles in the Toronto and York Region areas.

If I can be helpful by serving on a committee that might stimulate some fresh ways of using Hamilton Place for charitable fundraising (as a means of attracting great performers!) it would be my privilege to help by serving.

The 'phone number at my office in Markham is (416) 479-7111. My residence in Hamilton is (416) 549-5638 and a Hamilton office number that you might also reach me through is (416) 549-7463. Let me know if I can be of assistance; and I will stay in touch, too!

Best wishes,

Jack

Jack A. Price.

JAP/ts

Bob! There's no reason Hamilton Place shouldn't "swing!" Trust Witchmen Involve me. Congrats & Best Wishes Jack

Mr. Tom Burrows,
General Manager,
Hamilton Place,
P.O. Box 2080,
Station "A"
Hamilton, Ontario.
L8N 3Y7.

c.c. Mayor Bob Morrow

7.1 Hamilton Place Roof Replacement

HAMILTON
PLACE
THEATRE

Box 2080, Station A
Hamilton, Ontario
Canada L8N 3Y7
Tel. 416/525-3100

FROM: Thomas B. Burrows, Director
Hamilton Place

DATE: January 5, 1989

FOR: Information XX

TO: HECFI Board of Directors and Hamilton Place Committee

Subject: HAMILTON PLACE ROOF

This capital project was interrupted as described in the attached memorandum. Work started again on December 28, 1988.

M E M O R A N D U M

January 5, 1989

TO: Tom Burrows

FROM: Robert Ellison

SUBJECT: HAMILTON PLACE ROOF

The following information is provided as an update on the progress of the re-roofing of Hamilton Place.

Schreiber Brothers Limited commenced work on the roof in late October of 1988. Their tar kettle was located on Main Street near the west end of the building. Within a few days of starting their work, they received complaints that the tar would damage the trees at a cost (estimated by the Parks Board) to replace of $30,000 each. They then moved their equipment to MacNab Street.

Within a few days of their move to MacNab Street, complaints were being made by the people who work in this building. One of these individuals was advised by their doctor to lodge a complaint with the Ministry of Labour in order to have the fumes from the tar kettle stopped.

The Ministry of Labour, through its Industrial Health and Safety Branch and its Occupational Health Branch, issued an order (see attached) that we should take "every precaution reasonable in the circumstances for the protection of the workers on or before December 7, 1988."

We complied with this order immediately but it left the question of who would pay for the cost of Schreiber Brothers moving their equipment back to Main Street.

Schreiber Brothers did not feel that the cost of making the move should be borne entirely by them to which the City's legal department agreed. Accordingly, we advised Schreiber Brothers that we would share the overall cost of making the move of $7917.50 with them in the amount of $3958.75.

Schreiber Brothers commenced their work again on December 28th from the Main Street location where they will remain until the contract is completed.

Attachment

Ontario Ministry of Labour / Ministère du Travail de l'Ontario
Occupational Health and Safety Division / Division de la santé et de la sécurité au travail
Industrial Health and Safety Branch / Direction de la santé et de la sécurité dans l'industrie
400 University Ave. Toronto, Ont. M7A 1T7 Tel. 965-4125

SIC / CIN	REGIS No. / Nº D'ENREG	DIV / DIV
E 08 59	00011	0001

INSPECTION DATE/DATE D'INSPECTION: 06 | 12 | 88

TO: A:

EMPLOYER/EMPLOYEUR

ADDRESS/ADRESSE

D26

TAKE NOTICE THAT YOU ARE REQUIRED TO COMPLY WITH THE FOLLOWING ORDERS ISSUED UNDER -
SOYEZ AVISÉ QUE VOUS DEVEZ EXÉCUTER LES ORDONNANCES SUIVANTES ÉTABLIES EN VERTU DES DISPOSITIONS INDIQUÉES

[A] OCCUPATIONAL HEALTH & SAFETY ACT / LOI SUR LA SANTÉ ET LA SÉCURITÉ AU TRAVAIL
[R] R.R.O. 692/80 AS AMENDED / R.R.O. 692/80 TEL QU'AMENDÉ

ORDER NUMBER / NUMÉRO D'ORDONNANCES	E or O / E ou P	A I R	SECTION / ARTICLE	SUB SEC / PARA	
					Orders to Employer
0142	E	I	A 01	40 2	(g) Asphalt fumes are being drawn into this workplace through the ventilation intakes and are affecting the health and safety of the workers. In accordance with section 14, subsection 2 clause g of the Act the employer shall take every precaution reasonable in the circumstances for the protection of the workers. This order shall be complied with on or before December 7, 1988
					(Moving the asphalt melting unit away from the intakes would constitute compliance with the above order # 0142)

PLEASE NOTIFY THIS BRANCH BY LETTER UPON COMPLETION. / VEUILLEZ AVISER LA DIRECTION UNE FOIS QUE VOUS AUREZ EXECUTE LES ORDONNANCES

REPORT RECEIVED BY/RAPPORT REÇU PAR

David Gardner
INSPECTOR/INSPECTEUR

G109 OH912/62

Ministry of Labour / Ministère du Travail de l'Ontario — Occupational Health and Safety Division / Division de la santé et de la sécurité au travail — Industrial Health and Safety Branch / Direction de la santé et de la sécurité dans l'industrie — 400 University Ave, Toronto, Ont, M7A 1T7, Tel 965-4125

SIC	REGIS No.	DIV
CIN	No D'ENREG	DIV
E 0859	00011	0001

INSPECTION DATE/DATE D'INSPECTION: 06 / 12 / 88

TO: A:

EMPLOYER/EMPLOYEUR

ADDRESS/ADRESSE

Special Visit - Non-union complaint Investigation

Persons Contacted: Mr Robert Ellison (Asst Director ~~of operations~~)
Ms Dolly Simons (receptionists - complainant)
Mr Trevor McAnuff (Union rep., International Alliances of Theatrical Stage Employees and Moving Pictures Machine

Nature of Complaint: An asphalt melting unit located on McNab Street is emitting fumes which are entering the workplace through the air intakes of the building ventilation system. Discussion with Ms. Simons indicates that she is under medical supervision for problems attributable to the asphalt fumes in the building. Other workers are similarly affected. The symptoms involve painful upper respiratory problems (e.g. nose and throat) and headaches.

An hygienist report is to follow ~~[illegible]~~ pending further investigation

Orders: One order was issued for removal of the asphalt melting unit from the fresh air intakes.

(Note: Mr McAnuff was consulted, but the complaintant was not a union person)

PAGE 2 OF 3

1861 OH 9/4/81

REPORT RECEIVED BY/RAPPORT REÇU PAR

David Gardner
INSPECTOR/INSPECTEUR

Ontario Ministry of Labour / Ministère du Travail de l'Ontario

Industrial Health and Safety Branch / Direction de la santé et de la sécurité dans l'industrie

400 University Ave.
Toronto Ont.
M7A 1T7
Tel 965-4125
400 Ave University
Toronto Ont M7A 1T7

Inspect' Report / Rapport d pection

File No./Nº du dossier: E 0859 00011 00

SIC / CIN | Reg'd. No. / Nº D Exp'd

Employer/Employeur: Hamilton Place / Hamilton Performing Arts Corporation Inc

W.C.B. No./Nº C

Mailing Address/Adresse Postale: P.O. Box 2020 Stn A — Hamilton — Postal Code/Code Postal: L8N 3Y7 — Reg/Re: 11

Location of Premises/Emplacement des locaux: McNab St — Hamilton — Dist: 0

Employer Rep. Name/Nom du rep. de l'employeur: Mr Robert Ellison

Owner of Premises/Propriétaire des locaux: SAME AS ABOVE — Priority/Priorité

Mailing Address/Adresse postale — Postal Code/Code postal — Prov: ON

S.C.C./C.C.N.	Insp./Code insp.	O/S or suspens	Dur./Durée	Tel. No./Nº tél	Com/Rep Rep. du com	Union/Syndicat	Local/Sy
35 25 18 1 21					X	342	001

Activity of Employer/Activité de l'Employeur

Send Copy to/Envoyer une copie à

0859 00011 0001 183560 21406 12882 53 12
00075 00006 0050
0022386 9 4H E

Notes/Remarques: Special Visit. Non-union complaint investigation

Take notice that you are required under The Occupational Health and Safety Act to post a copy of this report in a conspicuous place.
Sachez qu'en vertu de la loi sur la santé et la sécurité au travail, vous devez afficher une copie du présent rapport dans un endroit bien en vue.

Page 1 of/de

0077049 (7/85)

Report Received by/Rapport reçu par: [signature] — Date: Dec. 6/88 — Inspector/Inspecteur: [signature]

Attachment 7.2

7.2 B'Nai Brith Dinner, January 30, 1989

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

MEMO TO: **HECFI BOARD OF DIRECTORS**

FROM: Patricia Bennett
Secretary to the Board of Directors

DATE: January 13, 1989

SUBJECT: **B'NAI BRITH DINNER, JANUARY 30, 1989**

A reservation of two tables of ten (20 seats) has been made for the attendance of HECFI Board Members at the B'Nai Brith Dinner scheduled to take place January 30, 1989. This reservation can be increased should the Board wish to extend an invitation to spouses/guests.

As the Board does not have a policy in respect of the attendance of spouses/guests at community events, a determination of such attendance at the B'Nai Brith Dinner is required as soon as possible in order that an increase to the reservation can be made, if necessary.

Respectfully submitted,

Patricia Bennett

Patricia Bennett
Secretary to the Board of Directors

cc: Mr. B. K. Conacher, Managing Director/CEO

7.3 C.Y.O. Celebrity Dinner

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

MEMO TO: **HECFI BOARD OF DIRECTORS**

FROM: Patricia Bennett
Secretary to the Board of Directors

DATE: January 13, 1989

SUBJECT: **C.Y.O. CELEBRITY DINNER**
Wednesday, March 1, 1989

Notification of the date of the 1989 C.Y.O. Celebrity Dinner has just been received. It is scheduled to take place Wednesday, March 1, 1989 at 6:15 p.m., Carmen's Banquet & Convention Centre. Cost is $100. per ticket.

Once the Board has decided upon how many tickets are to be purchased and whether guests/spouses are to be invited, I will be pleased to make a reservation on HECFI's behalf.

Respectfully submitted,

Patricia Bennett

Patricia Bennett
Secretary to the Board of Directors

Attachment

SAVE THE CAMP BREBEUF CYO CAMP FUND

90 STINSON STREET, HAMILTON, ONTARIO L8N 1S2 PHONE (416) 528-0011
CHARITABLE REGISTRATION NUMBER 0001438-49-14

January 2, 1989

CYO CELEBRITY
DINNER COMMITTEE

CHAIRMAN
Mario Cupido

HONOURARY PROGRAM
CHAIRMAN
Angelo Mosca

Jack Pelech
Joseph Walsh
Mark Walton
Bernie Morelli
Donald Dunn
Albert Vesprini
Frank DeNardis
Reno Violin
Peter Morrison
J. Fitzpatrick
Bob Hanley
Marie Gallagher
Peter Giftopoulos
Tom Kemp
Dennis O'Brien
Chris Costanza
Isabelle Lanza
Marg. Howcroft
Bill Bourque
Jim Hughes
Dr. J. Morreale
Tom Rocchi

Dear Mr. Conacher:

We are pleased to announce that the CYO Board of Directors is planning a third CYO Celebrity Dinner on Wednesday, March 1, 1989 at Carmen's Banquet & Convention Centre.

May we extend to you an official invitation to attend this function as one of our special guest personalities.

JIM MESTON, a big "hit" in 1988, will return this year as our feature guest speaker.

We are enthusiastic about the dinner and its worth-while cause. Bernie Morelli, Board Chairman, reports that all proceeds from the first two dinners were used to complete critical facility improvements at Camp Brébeuf & Camp Marydale, making the camp more accessible to disabled children. Camp Brébeuf is one of only two residential camps on the Province providing an integrated camping program for disabled children. This much-acclaimed program was featured on both City-TV and CBC Radio last summer.

Our Honourary Program Chairman, Angelo Mosca, visited both Camp Marydale and Camp Brébeuf last summer to see the proceeds from the Dinners at work in serving the 100 disabled children who attended CYO camps last summer. Angelo was impressed by the work being done but reports that there are still important improvements to be made.

The objective of this year's CYO Celebrity Dinner is to raise $50,000.00 for these very special camp needs.

Your attendance would certainly add to the success of the evenin
A reception will be held at 6:15 pm, dinner to follow at 7:30 pm

Thank you for your kind consideration of our request.

Sincerely yours,

Mario Cupido, Chairman
CYO Celebrity Dinner

R.S.V.P.
C.Y.O. Office
Tom Gallagher
(416) 528-0011

7.4 HECFI Promotional Material

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

FOR ACTION

MEMO TO: **HECFI BOARD OF DIRECTORS**

FROM: Brian K. Conacher
Managing Director/CEO

DATE: January 13, 1989

SUBJECT: **HECFI PROMOTIONAL MATERIAL**

RECOMMENDATION:

That the following invoices for advertising/promotional material developed on behalf of HECFI by Olynyk, King & Duda Advertising Inc. be approved:

(i)	Hamilton Convention Centre Brochure 5,000 brochures	$21,333.30
(ii)	Corporate Folder 5,000 folders	$14,089.91
(iii)	Copps Coliseum Brochure 5,000 Brochures	$13,573.71
(iv)	Medial Conventions Mailer 2,100 mailers	$10,225.81

BACKGROUND:

- Funds exist in the 1988 Operating Budget for the foregoing;

- The HECFI Board of Directors approved the format and authorized the process of the promotional material at the November 18, 1988 meeting of the Board of Directors;

- Detailed invoices are attached.

Respectfully submitted,

Brian K. Conacher
Managing Director/CEO

OK&D

Olynyk, King & Duda Advertising Inc.

477 Main St. E., Hamilton, Ontario L8N 1K1 Telephone (416) 525-8437 Facsimile (416) 525-2336

INVOICE

HECFI
101 York Boulevard
Hamilton, Ontario
L8R 3L4

Date: December 30, 1988

Invoice No.: 2671 DEC 2 7 1988

Docket No.: 555-006-088

Convention Centre Brochure

Your Order No.:

Terms: Net 30 Days

2-1/2% Interest Charged on all Overdue Accounts

Production

Concept/Layout		$1,000.00
Copywriting		$350.00
Typesetting		$500.00
Stats		$75.00
Camera ready art & assembly		$1,200.00
Illustration		$3,000.00
Talent		$800.00
Props		$500.00
In-studio photography		$1,560.00
Colour separations, negatives & cromalins		$3,750.00
		$12,735.00 ✓
	F.S.T.	$1,528.50 ✓
	P.S.T.	$1,141.06 ✓
		$15,404.26

Printing

5,000 brochures 5 colours, two sides	$5,929.04
	$21,333.30

Extensions Checked
Additions Checked

8330.3012
charge to (1)
see P.O. # 30355

OK&D

Olynyk, King & Duda Advertising Inc.

477 Main St. E., Hamilton, Ontario L8N 1K1 Telephone: (416) 525-8437 Facsimile (416) 525-2336

INVOICE

HECFI
101 York Street
Hamilton, Ontario
L8R 3L4

Date: December 30, 1988

Invoice No.: 2668 DEC 27 1988

Docket No.: 555-005-088

Corporate Folder

Your Order No.:

Terms: **Net 30 Days**

2-1/2% Interest Charged on all Overdue Accounts

Production

Concept		$500.00
Layout		$450.00
Typesetting		$150.00
Stats		$70.00
Camera ready art and assembly		$450.00
		$1,620.00
	F.S.T.	$194.40
	P.S.T.	$145.15
		$1,959.55

Printing

5,000 folders diecut and embossed 9" x 12" pockets glued on both sides		$12,130.36
	TOTAL	$14,089.91

Please refer to estimate #00570

8330-3012 charge to (T) See P.O # 30237

Olynyk, King & Duda Advertising Inc.
477 Main St. E., Hamilton, Ontario L8N 1K1 Telephone: (416) 525-8437 Facsimile (416) 525-2336

INVOICE

HECFI
101 York Boulevard
Hamilton, Ontario
L8R 3L4

Date: December 30, 1988

Invoice No.: 2672 DEC 27 1988

Docket No.: 555-009-088

Copps Colisuem Brochure

Your Order No.:

Terms: Net 30 Days

2-1/2% Interest Charged on all Overdue Accounts

Production

Layout		$600.00
Copywriting		$300.00
Typesetting		$400.00
Stats		$120.00
Camera ready artwork & assembly		$1,200.00
Colour separations, negatives & colour keys		$3,700.00
		$6,320.00
	F.S.T.	$758.40
	P.S.T.	$566.27
		$7,644.67 ✓

Printing

5,000 Brochures 21"x11" folded to 8½x11"	$5,929.04
	$13,573.71 ✓

8330-3012
charge to G.
See P.O. # 30354.
Allan Ebbs

Extensions Checked
Additions Checked

Olynyk, King & Duda Advertising Inc.
477 Main St. E., Hamilton, Ontario L8N 1K1 Telephone: (416) 525-8437 Facsimile (416) 525-2336

INVOICE

HECFI
101 York Boulevard
Hamilton, Ontario
L8R 3L4

Date: December 30, 1988

Invoice No.: 2670

Docket No.: 555-007-088

DEC 27 1988

Medical Conventions Mailer

Your Order No.:

Terms: Net 30 Days

2-1/2% Interest Charged on all Overdue Accounts

Production

Concept and Layout		$750.00
Copywriting		$300.00
Camera ready art & assembly		$700.00
Typesetting		$450.00
Additional copy changes requested by B. Conacher		$426.00
Stats		$75.00
Photography (Doctor's stethoscope)		$400.00
Photo rental (on loan from Region)		NO CHARGE
Colour separations, negatives & colour keys		$2,900.00
	SUB TOTAL	$6,001.00
	F.S.T.	$720.12
	P.S.T.	$537.69
		$7,258.81

Printing

Size: 21 x 16½ folded to 7"x8"
Quantity: 2,100 $2,966.46

TOTAL $10,225.27

Please refer to estimate #00376

Extensions Checked
Additions Checked

8330-3012
Charge to ①
See P.O. # 30352

Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

ANNUAL MEETING OF THE BOARD OF DIRECTORS

Friday, January 13, 1989
8:00 A.M.
HAMILTON CONVENTION CENTRE
Room 314

ANNUAL MEETING AGENDA

1. **Minutes of Annual Meeting January 15, 1988** — Attachment 1

   1.1 Errors or Omissions
   1.2 Motion to Approve

2. **Confirmation of Proceedings** — Attachment 2

3. **Reappointment of HECFI Board/ City of Hamilton Auditors** — Attachment 3

   Pannell, Kerr, MacGillivray

4. **Amendment to HECFI Bylaws** — Attachment 4

5. **Adjournment**

January 9, 1989
Patricia Bennett
Secretary to the Board of Directors

Attachment A-1

1. **Minutes of Annual Meeting January 15, 1988**

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

ANNUAL MEETING OF THE BOARD OF DIRECTORS

Friday, January 15, 1988
8:00 A.M.
HAMILTON CONVENTION CENTRE
Webster "A"

PRESENT: Alderman B. Hinkley, Chairman
Mr. T. Yates, First Vice-Chairman
Alderman J. Gallagher, Second Vice-Chairman
Mayor Robert Morrow
Alderman T. Murray
Alderman R. Wheeler
Mr. S. Cino
Mr. W. McFarland
Mr. D. Beattie
Mr. N. Levitt

ALSO PRESENT: Mr. B. Conacher
Mr. W. Penfold
Mr. T. Burrows
Mr. J. Crane
Mr. J. Leuser

REGRETS: Dr. C. Bart

1. Minutes of January 23, 1987

MOVED by Alderman Wheeler, seconded by Mr. Beattie that

THE MINUTES OF THE ANNUAL MEETING, JANUARY 23, 1987 BE APPROVED.

MOTION CARRIED.

2. Reappointment of HECFI Board/City of Hamilton Auditors

MOVED by Mr. Yates, seconded by Mr. McFarland that

THE HECFI BOARD OF DIRECTORS RE-APPOINT THE CITY OF HAMILTON AUDITORS, THE FIRM OF PANNELL, KERR, MACGILLIVRAY, FOR 1988.

MOTION CARRIED.

3. Status of Board Appointments

Alderman Hinkley advised Board Members that the new appointees to the Board had not yet been named by The Corporation of the City of Hamilton; it was agreed that the election of Officers and the establishment of Committee membership would be deferred to the February meeting of the Board when the appointments will have been announced.

The Board discussed proposed changes to the Committee structure. Several Board Members spoke in favour of the establishment of an Executive Committee; Mr. Cino suggested that a sub-committee of the Executive Committee be struck to be responsible for the audit functions. It was agreed that this issue will be discussed further at the next meeting. Alderman Hinkley invited Board Members to contact him to discuss his proposal(s) further.

4. Adjournment of Annual Meeting

MOVED by Alderman Wheeler, seconded by Mr. Beattie that

THE ANNUAL MEETING ADJOURN AT 10:25 A.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED

Alderman Brian Hinkley, Chairman

Patricia Bennett, Secretary

2. Confirmation of Proceedings

Proposed Motion:

THAT ALL ACTS, PROCEEDINGS, CONTRACTS, BY-LAWS, APPOINTMENTS, ELECTIONS AND PAYMENTS, ENACTED, MADE, DONE AND UNDERTAKEN BY THE DIRECTORS AND OFFICERS OF THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. SINCE THE LAST ANNUAL GENERAL MEETING OF MEMBERS AS RECORDED IN THE MINUTES OF MEETINGS OF DIRECTORS OR MEMBERS OR ON THE BOOKS OR RECORDS OF THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. BE APPROVED, RATIFIED AND CONFIRMED.

4. **Amendment to HECFI ByLaws**

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

BY-LAW NO. 2

BEING a By-law amending Special By-Law No. 1 with respect to Committees of the Board of Directors; the composition of the Board of Directors; and the Quorum for the transaction of business at meetings of the Board of Directors and Annual Meetings of the Members.

WHEREAS the Board of Directors of Hamilton Entertainment and Convention Facilities Inc. deem it expedient that a by-law should be passed for the purposes hereinafter set forth.

NOW THEREFORE BE IT ENACTED and it is hereby enacted as a by-law of Hamilton Entertainment and Convention Facilities Inc. as follows:

Committees of the Board

1. Paragraph 4.01 of Special By-law No. 1 is hereby repealed and the following is substituted therefore:

   4.01 **Committees of the Board.** The Board shall appoint a Standing Committee for each of:

   (i) The Theatre-Auditorium ("Hamilton Place Theatre Committee");
   (ii) The Convention Centre ("Hamilton Convention Centre Committee");
   (iii) The Trade Centre-Arena ("Copps Coliseum Committee").

   In addition to the aforesaid standing committees, the Board shall establish an Executive Committee.

2. Paragraph 4.02 of Special By-law No. 1 is hereby repealed and the following is substituted therefore:

   4.02 **Committee Membership.** Each of the Standing Committees referred to in subparagraphs 4.01 (i), (ii) and (iii) shall be comprised of not less than seven (7) members of the Board, including the Mayor, the Chairman of the Board and at least one Member of Council.

The Executive Committee shall be comprised of not less than seven (7) Members of the Board including the Mayor, the Chairman of the Board, the Chairman of each of the Standing Committees referred to in subparagraphs 4.01 (i), (ii) and (iii) and at least two (2) other Members of the Board, at least one of whom shall be a Member of Council.

All Committee Members shall be appointed annually by the Board at its meeting held immediately subsequent to the Annual Meeting.

Committees shall be authorized to appoint their own officers, i.e. Chairman, Vice-Chairman.

Composition of the Board

3. Paragraph 3.02 of Special By-law No. 1 is hereby repealed and the following is substituted therefore:

3.02 **Composition of the Board.** The Board shall be composed of seventeen (17) Directors as follows:

(i) the Mayor of the City who shall be a Director by virtue of Office; and

(ii) sixteen (16) other members appointed by the Council of whom,

(a) seven (7) shall be members of Council, and

(b) nine (9) shall not be members of Council.

Quorum

4. Paragraph 3.07 of Special By-law No. 1 is hereby repealed and the following is substituted therefore:

3.07 **Quorum, Board of Directors.** A majority (nine Directors) of the Directors shall form a quorum for the transaction of business and where there is one or more vacancies, a majority of the remaining Directors constitutes a quorum.

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
BY-LAW NO. 2

5. Paragraph 7.04 of Special By-law No. 1 is hereby repealed and the following is substituted therefore:

   7.04 **Quorum, Annual Meeting.** A majority (nine Members) of the Members shall form a quorum for the transaction of business at the Annual or any other General Meeting of the Members, and where there is one or more vacancies, a majority of the remaining Members constitutes a quorum.

UNANIMOUSLY CONFIRMED, RATIFIED AND APPROVED by the Members this 13th day of January 1989.

WITNESS the Corporate Seal of the Corporation.

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

_____
Chairman of the Board

_____
Secretary

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

Friday, March 17, 1989
8:00 A.M.
HAMILTON CONVENTION CENTRE
Room 314

REGULAR AGENDA

1.	**Chairman's Remarks**	
2.	**Correspondence**	
3.	**Minutes of February 17, 1989**	Attachment 3
	3.1 Errors or Omissions	
	3.2 Motion to Approve	
4.	**Business Arising From the Minutes**	
5.	**Committee Reports/Minutes**	
5.1	Executive Committee Third Report	Attachment 5.1
5.1.1	Executive Committee Minutes of February 8, 1989	Attachment 5.1.1
5.2	Copps Coliseum Committee Second Report	Attachment 5.2
5.2.1	Copps Coliseum Committee Minutes of January 25, 1989	Attachment 5.2.1
5.3	Hamilton Convention Centre Committee Second Report	Attachment 5.3
5.3.1	Donated Wine : New Democratic Party	Attachment 5.3.1
5.3.2	Hamilton Convention Centre Committee Minutes of January 27, 1989	Attachment 5.3.2

5.4	Hamilton Place Theatre Committee Second Report	Attachment 5.4
5.4.1	Hamilton Place Theatre Committee Minutes of January 26, 1989	Attachment 5.4.1

6. **New Business**

7. **Other Business**

8. **Date of Next Meeting**

   Friday, April 21, 1989
   8:00 A.M.
   Hamilton Convention Centre
   Room 314

9. **Adjournment**

Patricia Bennett
Secretary to the Board of Directors
March 13, 1989

Unfinished Business

1. Trade Centre Arena Foundation - Possible Amalgamation with Hamilton Place Foundation

Attachment 3

3. **Minutes of February 17, 1989 Regular Session**

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, February 17, 1989
8:00 A.M.
HAMILTON CONVENTION CENTRE
Albion C

REGULAR MINUTES

PRESENT:
Alderman J. Gallagher, Chairman
Mr. W. McFarland, First Vice-Chairman
Alderman D. Agostino, Second Vice-Chairman
Mayor R. Morrow
Alderman T. Murray
Alderman D. Drury
Alderman T. Jackson
Alderman H. Merling
Alderman W. McCulloch
Mr. T. Casey
Mr. W. Tidball
Mr. P. Cowell
Mrs. M. Dow
Ms. A. VanDuzer
Mr. G. Kwiatowski

ALSO PRESENT:
Mr. B. Conacher
Mr. T. Burrows
Mr. J. Leuser
Mr. J. Crane
Mr. S. Dockman

REGRETS:
Mr. N. Levitt
Mr. F. DeNardis

MEDIA:
Mr. A. Withers, CKOC
Mr. J. Burns, CHML
Mr. D. Nolan, The Spectator

1. Chairman's Remarks

The Chairman called the meeting to order at 8:10 a.m.

2. Correspondence

Nil

3. Minutes of January 13, 1989

MOVED by Alderman Murray, seconded by Alderman Merling that

THE MINUTES OF THE JANUARY 13, 1989 MEETING (REGULAR SESSION) BE APPROVED.

MOTION CARRIED.

4. Minutes of Special Board Meeting February 2, 1989

MOVED by Mr. Tidball, seconded by Mr. Kwiatowski that

THE MINUTES OF THE SPECIAL BOARD MEETING FEBRUARY 2, 1989 BE APPROVED.

MOTION CARRIED.

5. Business Arising From the Minutes

5.1 Special Audit Committee : Election of Members

The floor was opened for nominations for Special Audit Committee membership. Alderman McCulloch moved, seconded by Alderman Murray, the nomination of Alderman John Gallagher, Messrs. William Tidball and Webb McFarland. It was moved by Mr. Kwiatowski, seconded by Mr. Cowell that nominations be closed. Upon their acceptance

ALDERMAN GALLAGHER, MESSRS. TIDBALL AND MCFARLAND WERE APPOINTED TO THE SPECIAL AUDIT COMMITTEE.

MR. WEBB MCFARLAND WAS APPOINTED AS THE CHAIRMAN OF THE COMMITTEE.

5.1.1 Membership : Hamilton Convention Centre Committee and Copps Coliseum Committee

The Board agreed that Mr. Gene Kwiatowski would become a member of the Copps Coliseum Committee rather than the Hamilton Convention Centre Committee and that Mr. William Tidball would become a member of the Hamilton Convention Centre Committee rather than the Copps Coliseum Committee. Mr. W. Tidball was appointed to the position of Vice-Chairman of the Hamilton Convention Centre Committee.

5.2 HECFI Board and Committee Appointments/ Election of Officers

Staff was directed to prepare a report outlining Board and Committee membership from inception to the present for presentation and discussion at the April Board Meeting.

5.3 Status of Two Foundations

MOVED by Alderman Drury, seconded by Ms. VanDuzer that

THE FEBRUARY 13, 1989 PROGRESS REPORT FROM THE DIRECTOR OF FINANCE IN RESPECT OF THE TWO FOUNDATIONS BE RECEIVED.

MOTION CARRIED.

6. Committee Reports/Minutes

6.1 Executive Committee First Report

MOVED by Alderman Murray, seconded by Mr. Kwiatowski that

THE EXECUTIVE COMMITTEE FIRST REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATION ENDORSED:

ALDERMAN JOHN GALLAGHER BE APPOINTED AS CHAIRMAN OF THE HECFI EXECUTIVE COMMITTEE; and THAT MR. WEBB MCFARLAND BE APPOINTED AS VICE CHAIRMAN OF THE HECFI EXECUTIVE COMMITTEE.

MOTION CARRIED.

6.1.1 Executive Committee Second Report

MOVED by Alderman Murray, seconded by Mr. Kwiatwoski that

THE EXECUTIVE COMMITTEE SECOND REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT HECFI PARTICIPATE IN THE MUNICIPAL ARCHIVES FEASIBILITY STUDY AT A COST NOT TO EXCEED $2,500 AND THAT IT BE FINANCED FROM PROFESSIONAL FEES, ACCOUNT NUMBER HE55423-80031.

THAT THE TOTAL COST OF $52,642. TO PROVIDE LABOUR, MATERIALS AND EQUIPMENT NECESSARY TO PERFORM THE MAJOR OVERHAUL AND INTERNAL INSPECTION OF TWO CENTRAVACS LOCATED AT THE CENTRAL UTILITIES PLANT BE FINANCED FROM WORK-IN-PROGRESS EXPENDITURE ACCOUNT NUMBER CF5816-928851001, TEARDOWN/OVERHAUL OF CENTRAVACS.

THAT THE TOTAL COST OF $12,695.44 TO PURCHASE A WALKIE LIFT TRUCK WITH AN OPTIONAL 78" ENVELOPE FORK BE FINANCED FROM WORK-IN-PROGRESS EXPENDITURE ACCOUNT NUMBER CF5500-928851002, CONVENTION CENTRE - EQUIPMENT REPLACEMENTS.

THAT MINIMUM BASIC BUILDING FEE OF $6,500. PER DAY AND THE ACTUAL EVENT STAFF/EVENT SHEET CHARGES INCURRED FOR THE USE OF COPPS COLISEUM BY THE CITY OF HAMILTON MINOR HOCKEY CHAMPIONSHIP DAY (APRIL 15, 1989) AND THE CITY OF HAMILTON RINGETTE DAY (APRIL 16, 1989) BE FINANCED BY THE HECFI SPECIAL EVENTS SUBSIDY FUND.

THAT AN AMOUNT NOT TO EXCEED $5,500. BE APPROVED TO RECOVER DOCUMENTED EXPENSES FOR THE CANADIAN FOOTBALL LEAGUE DRAFT, 1989 ON FEBRUARY 23, 24, 25, 1989 AT HAMILTON PLACE THEATRE; THAT EXPENSES ARE TO INCLUDE BUT NOT NECESSARILY BE LIMITED TO:

1) **MINIMUM RENTAL FOR 2 OF THE 2.5 DAYS REQUIRED - $2,775;**
2) **IATSE TECHNICAL STAFF AS REQUIRED FOR EVENT - $1,800;**
3) **CATERING AS REQUIRED AND SPECIFIED PROMOTER - $750.**

MOTION CARRIED.

The following items were received for information:

(i) Director of Finance & Administration's Report;
(ii) Marketing Services Report;
(iii) Consolidated Unaudited Operating Results for the Eleven Month Period Ended November 30, 1988;
(iv) CUP Eleven Month Period Ended November 30, 1988;
(v) Committee Reports (Copps Coliseum Committee, Hamilton Place Committee and Hamilton Convention Centre Committee);
(vi) Financial Analysis of Special Events Subsidy Reserve Account.

6.1.2 Executive Committee Minutes of January 23, 1989

MOVED by Alderman McCulloch, seconded by Mr. Cowell that

THE EXECUTIVE COMMITTEE MINUTES OF JANUARY 23, 1989 BE APPROVED.

MOTION CARRIED.

6.2 Copps Coliseum Committee First Report

MOVED by Alderman Murray, seconded by Mr. Kwiatowski that

THE COPPS COLISEUM COMMITTEE FIRST REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT TRANE SERVICE AGENCY PROVIDE ALL LABOUR, MATERIALS AND EQUIPMENT NECESSARY TO PERFORM MAJOR OVERHAUL AND INTERNAL INSPECTION OF TWO CENTRAVACS LOCATED AT THE CENTRAL UTILITIES PLANT AT A TOTAL COST OF $52,642., BE APPROVED AND THAT THE HECFI EXECUTIVE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

THAT THE HOLDBACK MONIES RETAINED TO DATE BY THE CORPORATION OF THE CITY OF HAMILTON, TREASURY DEPARTMENT IN THE TOTAL AMOUNT OF $8,334. BE RELEASED TO THE CONTRACTOR, NAMELY J. J. ELLIOTT MECHANICAL LTD., SUBJECT TO A LIEN SEARCH BEING CONDUCTED BY THE CITY SOLICITOR'S DEPARTMENT AND APPROVAL OF THE TREASURY DEPARTMENT, BE APPROVED.

THAT THE HOLDBACK MONIES RETAINED TO DATE BY THE CORPORATION OF THE CITY OF HAMILTON, TREASURY DEPARTMENT IN THE TOTAL AMOUNT OF $6,142.40 BE RELEASED TO THE CONTRACTOR, NAMELY J. J. ELLIOTT MECHANICAL LTD., SUBJECT TO A LIEN SEARCH BEING CONDUCTED BY THE CITY SOLICITOR'S DEPARTMENT AND APPROVAL OF THE TREASURY DEPARTMENT, BE APPROVED.

THAT A PURCHASE ORDER BE ISSUED TO HONEYWELL LIMITED IN THE TOTAL AMOUNT OF $17,427.97 TO REPAIR AND REPLACE ELECTRONIC DATA GATHERING PANELS DAMAGED BY WATER LEAK AT COPPS COLISEUM AS PER HONEYWELL LIMITED INVOICE NUMBER 0016782 DATED 1988 OCTOBER 19, AND THAT AS THIS WORK IS OF A CRITICAL NATURE NECESSARY FOR THE OPERATION OF MECHANICAL EQUIPMENT AND SYSTEMS AT COPPS COLISEUM THE ABOVE HAS BEEN PROCESSED THROUGH THE HECFI PURCHASING POLICIES AND PROCEDURES WHICH STATES,

"THAT THE FOLLOWING EMERGENCY PURCHASING PROCEDURE BE ESTABLISHED FOR INDIVIDUAL PURCHASES/SERVICES IN EXCESS OF $10,000. PROVIDED THAT THEY ARE WITHIN BUDGET APPROPRIATIONS;

THAT CITY PURCHASING PROCEDURES BE FOLLOWED IN RESPECT OF THE PURCHASES/SERVICES;

THAT PRIOR WRITTEN AUTHORIZATION OF TWO OF THE FOLLOWING THREE BE OBTAINED -
(A) MANAGING DIRECTOR/CEO;
(B) CHAIRMAN OF THE BOARD;
(C) CHAIRMAN OR VICE CHAIRMAN OF THE EXECUTIVE COMMITTEE;

AND THAT THE PURCHASES/SERVICES SO APPROVED BE REPORTED FOR RATIFICATION TO THE BOARD AT ITS NEXT SCHEDULED MEETING."

MOTION CARRIED.

The following items were received for information:

(i) Status Report on Confirmed Events/Performances at Copps Coliseum;
(ii) Marketing Services Report;
(iii) Consolidated Unaudited Operating Results for HECFI;
(iv) Unaudited Operating Results for the CUP;
(v) Comment Cards;
(vi) Report by the Director of Copps Coliseum;
(vii) Status Report Regarding Liquor Licence;
(viii) The Committee was advised that photographs of the new HECFI Board Members will be arranged for display in the Hamilton Room;
(ix) It was reported that video training programs from the National Association of Concessionaires will be utilized by Volume Services in training part-time staff;
(x) The Committee agreed that the meeting of February 22nd will commence at 2:00 p.m.; future meetings at 12 Noon.

6.2.1 Copps Coliseum Committee Minutes of November 23, 1988

MOVED by Alderman Murray, seconded by Alderman Merling that

THE COPPS COLISEUM COMMITTEE MINUTES OF NOVEMBER 23, 1988 BE APPROVED.

MOTION CARRIED.

6.3 Hamilton Convention Centre Committee First Report

MOVED by Mr. Cowell, seconded by Mr. Tidball that

THE HAMILTON CONVENTION CENTRE COMMITTEE FIRST REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

> **THAT APPROVAL BE GIVEN TO PURCHASE A WALKIE LIFT TRUCK WITH AN OPTIONAL 78" ENVELOPE FORK FROM BLUE GIANT EQUIPMENT OF CANADA FOR THE TOTAL COST INCLUDING PROVINCIAL SALES TAX OF $12,695.44 AND THAT THE HECFI EXECUTIVE COMMITTEE BE REQUESTED TO RECOMMEND THE METHOD OF FINANCING THE PURCHASE.**
>
> **THE RENEWAL DATES FOR THE SECURITY AND CLEANING CONTRACTS WITH PINKERTONS AND WHITESTAR RESPECTIVELY BE EXTENDED TO COINCIDE WITH THE CONTRACTS OF THE OTHER TWO FACILITIES AS FOLLOWS:**
> **PINKERTONS - TO NOVEMBER 30, 1989;**
> **WHITE STAR - TO DECEMBER 31, 1989.**
>
> **THAT THE MAINTENANCE OF LIGHTING CONTRACT WITH BURL-OAK LIGHTING AND SIGN CO. BE EXTENDED TO NOVEMBER 30, 1989 IN ORDER TO BE CONSISTENT WITH THE CONTRACT FOR HAMILTON PLACE.**

MOTION CARRIED.

The following items were received for information:

(i) Report from the Operations Manager for the months of November and December 1988;
(ii) Reports from the Operations Manager and Events Manager in respect of the attendance at the First Annual Convention of the Association of Convention Operations Management;
(iii) Correspondence and Client Evaluations;
(iv) Unaudited Operating Results for the Eleven Month Period to November 30, 1988;
(v) Marketing Services Report.

6.3.1 Hamilton Convention Centre Committee Minutes of November 25, 1988

MOVED by Mrs. Dow, seconded by Ms. VanDuzer that

THE HAMILTON CONVENTION CENTRE COMMITTEE MINUTES OF NOVEMBER 25, 1988 BE APPROVED.

MOTION CARRIED.

6.4 Hamilton Place Theatre Committee First Report

MOVED by Alderman McCulloch, seconded by Alderman Agostino that

THE HAMILTON PLACE THEATRE COMMITTEE FIRST REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATION ENDORSED:

> **THAT HAMILTON PLACE RETAIN WHITE STAR CLEANING SERVICES LIMITED AT A RATE OF $7.15 PER HOUR FOR 1989 AND THAT THESE CONTINUING SERVICES WILL BE FINANCED THROUGH ACCOUNT NUMBER HE 56362 82021.**

MOTION CARRIED.

- A motion was made by Alderman Merling, seconded by Alderman Murray to hire the positions of Director of Marketing & Promotion and the Director of the Hamilton Convention Centre immediately and that no restructuring take place for a length of time not to exceed one year;
- Lengthy discussion ensued concerning the pros and cons of not filling the position of Managing Director/CEO immediately;
- Alderman Merling stated that the CEO position should not be filled immediately, stating that the corporation would run effectively in the interim and that the hiring of a Director of Marketing and Director of the Hamilton Convention Centre were the key positions to fill;
- Mayor Morrow stated that it was crucial to rehire the Managing Director/CEO position; that the Board of Directors required that top senior manager to relate to in respect of the overall operation of the corporation; that the other two positions should be hired secondly;
- An amendment to the motion was made by Mayor Morrow, seconded by Mr. Casey that the Position of Chief Executive Officer/Managing Director be filled immediately and that further discussion take place in respect of restructuring;
- Mr. Casey stated that it was crucial to hire the CEO position immediately and that no "bad vibrations" are reflected to staff;
- Mr. Cowell stated that all three positions should be advertised concurrently on a nation-wide basis;
- Mr. Conacher pointed out that the hiring of a Director of Marketing will change the present structure. In 1987 an organization change took place making each Facility Director responsible for marketing the use of their own facilities (no change was required in the case of Hamilton Place as Mr. Burrows has always held the responsibility for marketing the use of Hamilton Place Theatre). Advertising, public relations and promotion for all three facilities was then transferred to the

Managing Director/CEO and the Marketing Services Manager.

At the conclusion of the discussion the Board adopted the following amended motion:

THAT THE POSITIONS OF CHIEF EXECUTIVE OFFICER/MANAGING DIRECTOR; DIRECTOR OF MARKETING AND PROMOTION; AND THE DIRECTOR OF THE HAMILTON CONVENTION CENTRE BE FILLED IMMEDIATELY.

8. Other Business

9. In-Camera Motions

The following motions were carried during the In-Camera Session:

THAT THE IN-CAMERA SESSION BE CONVENED.

THAT THE IN-CAMERA MINUTES OF JANUARY 13, 1989 BE APPROVED.

THAT THE EXECUTIVE COMMITTEE IN-CAMERA REPORT OF JANUARY 23, 1989 BE APPROVED.

THAT THE EXECUTIVE COMMITTEE IN-CAMERA REPORT OF FEBRUARY 8, 1989 BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

> **THAT EFFECTIVE JANUARY 1, 1989 THE POSITION TITLE OF ADMINISTRATIVE/ACCOUNTING CLERK IN THE FINANCE AND ADMINISTRATION DEPARTMENT BE REVISED TO ADMINISTRATIVE ASSISTANT/SECRETARY WITH THE ANNUAL SALARY RANGE RECLASSIFIED FROM PAY GRADE 9 (1988 RANGE $21,193.12-$24,887.72) TO PAY GRADE 11 (1988 RANGE $25,322.44 - $29,778.32), WHICH IS THE EXISTING APPROVED PAY GRADE LEVEL FOR THE POSITION OF ADMINISTRATIVE ASSISTANT/SECRETARY; and**
>
> **THAT THE INCUMBENT IN THE POSITION BE SLOTTED AT THE BOTTOM OF THE RANGE WHICH IS $25,322.44 (1988 RATE).**

THAT OUT-OF-TOWN TRAVELLING BY MEMBERS OF THE BOARD ON HECFI BUSINESS BE AUTHORIZED IN ADVANCE BY THE HECFI EXECUTIVE COMMITTEE.

THAT MR. STEVE DOCKMAN, OPERATIONS MANAGER, HAMILTON CONVENTION CENTRE, RECEIVE A TEN PERCENT (10%) PAY INCREASE FOR ASSUMING ADDITIONAL DUTIES DURING THE ABSENCE OF A DIRECTOR FOR THE HAMILTON CONVENTION CENTRE. THIS PAY ADJUSTMENT TO BE EFFECTIVE MONDAY, NOVEMBER 14, 1988 AND CONTINUE UNTIL SUCH TIME AS THE POSITION IS FILLED.

THAT THE EXECUTIVE COMMITTEE IN-CAMERA MINUTES OF JANUARY 23, 1989 BE APPROVED.

THAT THE COPPS COLISEUM COMMITTEE IN-CAMERA REPORT OF JANUARY 25, 1989 BE APPROVED.

THAT THE COPPS COLISEUM COMMITTEE IN-CAMERA MINUTES OF NOVEMBER 23, 1988 BE APPROVED.

THAT THE HAMILTON CONVENTION CENTRE COMMITTEE IN-CAMERA REPORT OF JANUARY 27, 1989 BE APPROVED.

THAT THE HAMILTON CONVENTION CENTRE COMMITTEE IN-CAMERA MINUTES OF NOVEMBER 25, 1988 BE APPROVED.

THAT THE HAMILTON PLACE COMMITTEE IN-CAMERA REPORT OF JANUARY 26, 1989 BE APPROVED AND THE FOLLOWING RECOMMENDATION ENDORSED:

THAT ROSS AND MCBRIDE BE ADVISED THAT THE CLAIM AGAINST RUFFELL CONSTRUCTION LIMITED SHOULD BE WITHDRAWN.

THAT THE RECOMMENDATIONS CONTAINED IN THE DIRECTOR OF COPPS COLISEUM'S FEBRUARY 16TH REPORT PERTAINING TO THE PROVISION OF TEAM OFFICES IN COPPS COLISEUM RETAIL/MALL AREA BE APPROVED SUBJECT TO THE OPINION OF HECFI'S LEGAL COUNSEL.

THAT THE IN-CAMERA SESSION BE ADJOURNED.

10. Date of Next Meeting

Friday, April 21, 1989
8:00 A.M.
Hamilton Convention Centre
Room 314

11. Adjournment

MOVED by Alderman Murray, seconded by Mrs. Dow that

THE REGULAR SESSION ADJOURN AT 10:05 A.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED

Alderman J. Gallagher, Chairman

Patricia Bennett, Secretary

Attachment 5.1

5.1 **Executive Committee Third Report**

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

REPORT TO THE HECFI BOARD OF DIRECTORS
OF THE HECFI EXECUTIVE COMMITTEE
MEETING OF MARCH 8, 1989

The HECFI Executive Committee presents its **THIRD** Report and respectfully recommends:

1. Method of Financing of Additional Cost to Repair Hamilton Place Roof

That the City's Co-ordinating Committee be requested to recommend to City Council:

(a) an increase of $4,000 (from $349,000 to $353,000) in the approved total cost of the Capital Project, "Repair of the Hamilton Place Roof"; and

(b) the method of financing.

Note: The Hamilton Place Committee at its meeting on January 25, 1989 approved the additional cost and requested that the HECFI Executive Committee recommend the method of financing.

2. Signing Authorities

(a) In the absence of a Managing Director/CEO, that the Director of Finance and Administration be authorized as the interim signing authority in lieu of the Managing Director/CEO. In the absence of the Director of Finance and Administration, that either the Director of Hamilton Place Theatre or the Director of Copps Coliseum be authorized as the interim signing authority in lieu of the Managing Director/CEO.

(b) In the absence of a Director of the Hamilton Convention Centre, Mr. Steve Dockman, Operations Manager, be authorized as the interim signing authority in lieu of the Director of the Hamilton Convention Centre. In the absence of Mr. Steve Dockman, that the Director of Finance and Administration be authorized as the interim signing authority in lieu of the Director of the Hamilton Convention Centre.

Note: For the information of the members of the Board, examples where signatures will be required are: (i) on individual expenditures from $5,001 up to and including $10,000; and (ii) on all personnel and other administration forms such as hiring, personnel requisitions, authorization to attend forms, etc.

3. New Business - Method of Financing - Ontario Hockey League Junior "A" Team Offices

That the total amount of $29,400.00 to be contributed by HECFI for leasehold improvements/tenant allowances associated with the construction of O.H.L. Junior "A" Team Offices in the retail/mall area of Copps Coliseum be financed from account number CF5698-928341011, Construct Retail Space - Common Areas.

Note: The HECFI Board on February 17, 1989, requested that the HECFI Executive Committee recommend the method of financing of the total amount of $29,400.00 to be contributed by HECFI for leasehold improvements/tenant allowances.

4. New Business - Special Events Subsidy Application - Ontario Liberal Party Convention - March 31 - April 2, 1989 at the Hamilton Convention Centre

That the rental in the amount of $13,925.00 for the use of the Convention Centre by the Ontario Liberal Party during the period March 31 - April 2, 1989 be financed by the HECFI Special Events Subsidy Fund.

Note: The Special Events Subsidy Application is attached as Schedule "A".

The following are items for information only:

1. Director of Finance and Administration's Report

Attached as **Schedule "B"**.

2. Marketing Services Report

Attached as **"Schedule "C"**.

3. Consolidated Unaudited Operating Results

3.1 HECFI Year Ended December 31, 1988

Attached as **Schedule "D"**.

3.2 CUP Year Ended December 31, 1988

Attached as **Schedule "E".**

4. Committee Reports

The following Committee reports were considered:

Copps Coliseum Committee Report.
Hamilton Place Committee Report.
Hamilton Convention Centre Committee Report.

With respect to the Hamilton Convention Centre Committee Report, Mr. Steve Dockman, Operations Manager, was requested to prepare an attachment to the report outlining the concerns of the HECFI Executive Committee relative to item number 3.2 Federal New Democratic Party - donated wine.

RESPECTFULLY SUBMITTED

J Gallagher per JM

ALDERMAN JOHN GALLAGHER, CHAIRMAN
HECFI EXECUTIVE COMMITTEE

J Mills

Joan Mills
Committee Secretary

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

Schedule "A"

HECFI

SPECIAL EVENTS SUBSIDY FUND

APPLICATION FORM

IMPORTANT NOTICE

- All requests for subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND **must** be approved/rejected by the HECFI Executive Committee and the HECFI Board of Directors prior to the event actually taking place.

- The person(s)/organization requesting subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND should be advised that their request will not be considered if similar requests are being made or may be made to the Regional Municipality of Hamilton-Wentworth and/or to The Corporation of The City of Hamilton.

Revised August, 1988 and Replaces May, 1988

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

HECFI SPECIAL EVENTS SUBSIDY FUND

APPLICATION FORM

1. **EVENT NAME:** ONTARIO LIBERAL PARTY CONVENTION

2. **EVENT DATE(S):** MARCH 31 - APRIL 2, 1989

3. **FACILITY(IES):** Hamilton Convention Centre

4. **HECFI MANAGEMENT RECOMMENDATION:**

That the rental in the amount of $13,925.00 for the use of the Convention Centre by the Ontario Liberal Party during the period March 31 - April 2, 1989 be financed by the HECFI Special Events Subsidy Fund.

Background Information

In February 1988 we were advised that Hamilton was successful in its bid to host the Ontario Liberal Party Annual Convention in 1989.

The success of the bid was due in part to the Convention Centre offering its facilities at no charge as an incentive to attract this high profile convention to our City. This action has become necessary over the years in order to compete with other cities.

Compensation is therefore being sought through the Subsidy Fund.

4. **HECFI MANAGEMENT RECOMMENDATION (Cont'd):**

5. **FOR WHAT REASON(S) DOES HECFI MANAGEMENT FEEL THAT ITS FACILITY BUDGET MERITS FINANCIAL ASSISTANCE FOR THIS EVENT? INDICATE WHAT REVENUE HECFI WILL RECEIVE FROM THIS EVENT AND WHY IT IS INSUFFICIENT?**

The entire facility is being utilized for this three-day period. The estimated revenue of $28,000.00 for the food and beverage, which includes a luncheon on Saturday, April 1, does not adequately compensate the Convention Centre for all the space that is being used and does not reward the Centre for the revenues that likely would be generated by other organizations that rent our facilities for a three-day convention.

6. **HECFI EXECUTIVE COMMITTEE RECOMMENDATION:**

That the rental in the amount of $13,925.00 for the use of the Convention Centre by the Ontario Liberal Party during the period March 31 - April 2, 1989 be financed by the HECFI Special Events Subsidy Fund.

Date: March 8 ,19 89

7. **HECFI BOARD OF DIRECTORS RECOMMENDATION:**

Date: _____ ,19__

8. **PERSON(S)/ORGANIZATION REQUESTING SUBSIDIZATION:**

ONTARIO LIBERAL PARTY

Full Legal Name Required of Person(s)/Organization(s)

Address: 10 St. Mary Street, Suite 310

Toronto, Ontario

M4Y 1P9 (416) 961-3800

Postal Code Telephone Number

Contact Person(s): Ms. Wendy Gilbert (see above)

Mr. Milt Lewis, 1050-120 King Street West, Hamilton,

Ontario L8P 4V2 (416) 523-1333

Postal Code Telephone Number

9. **HAS A WRITTEN REQUEST/PROPOSAL BEEN RECEIVED?** ~~yes~~ **no**

*If YES it should be attached hereto.

10. **IF IT IS A PERSON(S) MAKING THE REQUEST, WHY IS IT FELT THAT SUBSIDIZATION IS JUSTIFIED?**

11. **IF IT IS AN ORGANIZATION MAKING THE REQUEST, ANSWER THE FOLLOWING:**

- IS THE ORGANIZATION PROFIT ORIENTED? ~~yes~~ no
- IS THE ORGANIZATION NON-PROFIT? yes ~~no~~
- IS THE ORGANIZATION CHARITABLE? ~~yes~~ no

*IF YES WHAT IS CHARITABLE NUMBER - _____

12. **IF IT IS AN ORGANIZATION MAKING THE REQUEST, WHAT ARE THE GENERAL OBJECTS AND/OR PURPOSE OF THE ORGANIZATION:**

The organization is responsible for formulating and implementing policies of the Ontario Liberal Party.

13. **LIST THE EXECUTIVE OFFICERS OF THE ORGANIZATION:**

Name	Address	Telephone
Ms. Wendy Gilbert	10 St. Mary Street Toronto, Ontario	(416) 961-3800
Mr. Milt Lewis	1050-120 King St. W. Hamilton, Ontario	(416) 523-1333

14. **WHAT IS THE NATURE OF THE EVENT TO BE HELD?**

Annual General Meeting/Convention

15. **HOW MANY PEOPLE WILL ATTEND THE EVENT?**

1200-1500

HOW MANY PEOPLE ARE EXPECTED TO COME FROM OUTSIDE GREATER HAMILTON? 800-1000

16. **WHAT IS THE EXPECTED BENEFIT FROM THE EVENT?**

City of Hamilton: $561,600

HECFI: $28,000

17. **IS THIS EVENT, OR COULD THIS EVENT, BE AN ANNUAL EVENT IN THE HECFI FACILITY(IES)?**

Yes XNo

IF YES, WILL SUBSIDIZATION BE REQUESTED IN FUTURE YEARS?

Yes No Possibly

18. **IF THE APPLICATION FOR SUBSIDIZATION IS REJECTED, WOULD THIS EVENT BE HELD IN ANOTHER CITY?**

Yes No

If YES, give explanation:

19. **WHAT IS THE ESTIMATED ACCOMMODATIONS, SPENDING AND INCREMENTAL REVENUE BENEFITS TO THE CITY OF HAMILTON?** (Based on current IACVB figures)

1350 people x 3 days x $138.67 + =$561,613

20. **WHAT BENEFITS (financial, exposure, etc.) WILL BE GENERATED TO THE CITY OF HAMILTON AND THE HECFI FACILITIES BY THIS EVENT?**

Financial: $561,600

Media exposure

21. **WHAT DEAL WOULD THE FACILITY(IES) NORMALLY BE PREPARED TO NEGOTIATE FOR THIS EVENT?**

None

22. **DOES THE SUBSIDIZATION REQUEST INCLUDE A PARKING FEE REDUCTION FOR VISITORS/DELEGATES?** ~~Yes~~ No

If "YES", what is the dollar amount? - $_____

Parking has been committed and budgeted for in 1989.

23. **WHAT IS THE TOTAL AMOUNT OF SUBSIDY REQUEST IN DOLLARS?**
$ 13,925.00 .

24. **IF THE FULL SUBSIDIZATION REQUESTED WAS APPROVED, WHAT IS THE DIFFERENCE IN DOLLARS TO THE FACILITY(IES) IN LOST REVENUE? - $** nil

25. **WHAT IS THE MAXIMUM SUBSIDIZATION HECFI MANAGEMENT WOULD RECOMMEND, IF ANY?** $13,925.00,

the rental for the space required for the convention, as outlined in the attached schedule.

26. **HAS A REQUEST(S) BEEN MADE TO THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH OR TO THE CORPORATION OF THE CITY OF HAMILTON FOR SUBSIDIZATION?**

~~YES~~ No

27. **HECFI MANAGEMENT APPROVALS:**

Facility Director - [signature] Date: Mar 1/89

Facility Director - _____ Date: _____

Facility Director - _____ Date: _____

Director of Finance & Administration - John A Lenser Date: March 2/89

Managing Director/ CEO _____ Date: _____

*Check box if support documentation attached -

Revised August, 1988 and
Replaces May, 1988

ONTARIO LIBERAL PARTY

Friday, March 31, 1989 through Sunday, April 2, 1989

REVISED SCHEDULE "A"

Friday, March 31, 1989

Room	Function	Set-up	Nbr Expected	Time	Rental
Wentworth Concourse	registration	desk	-	15:00-21:00 hrs.	nil
Chedoke ABC	entertainment	rounds	1,000	21:30-01:00 hrs.	$1,000
Albion A	president council	theatre	150	17:30-18:30 hrs.	200
Room 314	media room	-	-	15:00-23:00 hrs.	400
Wentworth ABC	session	theatre	1,500	19:00-21:30 hrs.	1,500
Room 201	OLP office	-	to be advised	15:00-23:00 hrs.	nil
Room 202	volunteers	-	-	15:00-23:00 hrs.	250
Room 203	northern region	-	-	15:00-23:00 hrs.	220
Room 204	storage	-	-	15:00-23:00 hrs.	nil
Albion A	youth caucus	theatre	100	22:30-23:30 hrs.	200
Saturday, April 1, 1989					
Wentworth Concourse	registration	desk	-	08:30-12:00 hrs.	nil
Room 314	media room	-	-	09:00-23:00 hrs.	400
Room 203	northern region	-	-	09:00-23:00 hrs.	220
Room 201	OLP office	-	-	09:00-23:00 hrs.	nil
Room 202	volunteers	-	-	09:00-23:00 hrs.	250
Room 204	storage	-	-	09:00-23:00 hrs.	nil
Wentworth ABC	sessions	rounds	1,400	09:00-18:00 hrs.	2,750

...2/

Saturday, April 1, 1989

Room	Function	Set-up	Nbr Expected	Time	Rental
Wentworth Concourse	coffee	stations	-	09:00-18:00 hrs.	nil
Webster ABC	advance polls	to be advised	-	18:00-21:00 hrs.	$ 550
Chedoke Foyer	reception	casual	-	21:00-01:00 hrs.	nil
Chedoke ABC	lunch/ entertainment	rounds	1,300	12:00-01:00 hrs.	1,000

Sunday, April 2, 1989

Wentworth ABC	plenary	rounds	max	09:00-12:30 hrs.	1,500
Wentworth Concourse	coffee	stations	-	09:00-12:00 hrs.	nil
Webster ABC	voting	-	-	09:00-11:00 hrs.	550
Room 202	volunteers	-	-	09:00-14:00 hrs.	125
Room 314	media room	-	-	09:00-14:00 hrs.	200
Albion A/B/C	meetings	theatre	max	09:00-14:00 hrs.	500
Chedoke C	OYL breakfast	rounds	150	08:00-09:30 hrs.	nil
Chedoke ABC	membership	theatre	1,300	11:00-13:30 hrs.	2,000
Room 201	OLP office	-	-	09:00-14:00 hrs.	nil
Room 204	storage	-	-	09:00-14:00 hrs.	nil
Room 203	northern region	-	-	09:00-14:00 hrs.	110
				TOTAL	$13,925

Schedule "B"

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

Report of the Director of
Finance and Administration

Status of Financial Reporting For 1989

Some start-up difficulties in the implementation of the new MSA financial system are being experienced by the City. This is understandable due to the complex nature of this large project. However, until accounting transaction reports of revenue and expenditures are available off the MSA system, we will be unable to prepare monthly financial statements for HECFI and CUP for the Standing Committees. Nevertheless, we will still be in a position to prepare the in-camera "Financial And Statistical Information Reports On Events" for each Standing Committee since they are produced independently of the MSA system.

Status of 1989 Revenue for the Three Facilities

We anticipate that revenue for the Hamilton Convention Centre at the end of the first quarter will be slightly ahead of budget, with April and May expected to be good revenue months.

In respect of Copps Coliseum, total revenue for the first quarter is expected to be on budget or slightly ahead of budget with April and May anticipated to be below budget projections.

In respect of Hamilton Place Theatre, revenue results are anticipated to be well under budget for January and February.

Based on these projections, it appears that 1989 will be a challenging year for HECFI in terms of meeting its revenue projections.

John A. Leuser

John A. Leuser, C.A.
Director of Finance
and Administration

JAL:he

Schedule "C"

Hamilton Entertainment and Convention Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

FOR INFORMATION

MEMO TO: COPPS COLISEUM COMMITTEE
HAMILTON PLACE THEATRE COMMITTEE
HAMILTON CONVENTION CENTRE COMMITTEE
H.E.C.F.I. EXECUTIVE COMMITTEE

FROM: David Watkins, Marketing Services Coordinator for Mary Webb, Marketing Service Manager

DATE: February 15, 1989

SUBJECT: **MARKETING SERVICES REPORT - FEBRUARY 1989**

The monthly progress report on Marketing Services Department activity follows:

1. **OK&D**

New Hamilton Convention Centre Medical Ad

The agency is currently putting finishing touches on the ad for insertion in Medical Meetings, Ontario Medical Review and Physician's Guide to Meetings & Travel.

Variety Ads (Hamilton Place Theatre and Copps Coliseum)

Work continues on these two ads (one for each facility). A new concept has been submitted by OK&D for approval.

Pollstar Magazine Ad (Copps Coliseum and Hamilton Place Theatre)

The artwork for this joint ad is complete and the ad will be inserted in the March 13 (Concert Venue Directory) and April 10 (Talent Buyer Directory) issues. Three more insertions will be placed in the near future.

The Copps Coliseum and Convention Centre brochures, and the HECFI folders are in use by the marketing and sales departments of each facility.

2. SHOW EVENTS

CHCH-TV presentations of "LA CAGE" and "SOUTH PACIFIC" at Hamilton Place Theatre were negotiated as was a radio presentation of "BRUCE COCKBURN". "Presents" negotiations are now underway for the "SHANGHAI BALLET".

At Copps Coliseum, David Watkins assisted promotion of the "BATTLE OF THE MONSTER TRUCKS" and the "HAMILTON SPORTSMEN'S SHOW", including coordination of a February 9 media conference for the "SPORTSMEN'S SHOW". David Watkins is handling promotions for the March visit of "DISNEY ON ICE". As well, he assisted Norm Marshall with the launch of the new OHL team via a January 30 media conference, and subsequent Name the Team Contest with accompanying advertising.

3. H.E.C.F.I. MIRAGE DISPLAY

The three locations have been selected and now the project is on hold until the Spring when foliage returns to the trees. Test shots will then be taken from these sites.

4. MARKETING BUDGETS

The three coordinators are now monitoring the 1989 marketing budget for their respective facilities. It should be noted that Alison Nicholson has returned following an illness and is once again involved in the day to day documentation of the Hamilton Place shows.

5. NEW CONVENTION CENTRE PHOTOS

Bryan Cripps coordinated a February 5 photo shoot at the Convention Centre to coincide with the Canadian Homebuilders Association Convention. These photos will provide a record of room setups and a useful marketing tool for use by the sales department.

6. COPPS COLISEUM EVENT CALENDARS

David Watkins is working on a draft of an event information card that would be updated monthly and delivered to all regional tourist information centres, Ontario Travel Centres, hotel lobbies and motorcoach consumers shows as staffed by the Region's Visitor and Convention Services Department.

7. COPPS COLISEUM SIGNAGE

Core Media has begun to actively pursue buyers of Copps Coliseum display advertising locations. David Watkins will be assisting by coordinating on behalf of the facility and will be developing a sales presentation kit.

Respectfully submitted,

David Watkins

David Watkins,
Advertising/Promotions/Public
Relations Coordinator

DW:sd

Schedule "D"

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

UNAUDITED OPERATING RESULTS FOR THE

YEAR ENDED DECEMBER 31, 1988

Hamilton Entertainment and Convention Facilities Inc.

FROM John A. Leuser, Director of Finance and Administration (Name & Title) DATE February 14, 1989

FOR ACTION ☐ FOR INFORMATION XXX File No. _____

TO: BOARD ☐ (OR) ALL Committees XX

Subject

Consolidated Unaudited Operating Results for HECFI for the Year Ended December 31, 1988.

Comments

HECFI - Consolidated

HECFI's budgetary surpluses for the month and year ended December 31, 1988 were $82,435 and $789,118, respectively.

An analysis of the budgetary surpluses (deficits) by facility/division is as follows:

	Budgetary Surplus (Deficit) For The Month of December 1988	For The Year Ended Dec. 31, 1988
Hamilton Convention Centre	$(6,534)	$255,203
Hamilton Place Theatre	3,908	(13,079)
Copps Coliseum	38,014	337,198
Corporate	47,047	209,796
HECFI Total	$ 82,435	$789,118

An analysis of HECFI's revenue performance for the month and year in relation to the budget and the prior year by facility/division is summarized in the following four tables:

	A Comparison Of Actual With Budgeted Revenue For The Month of Dec., 1988		Increase (Decrease) Over Budget	
	Actual	Budget	$ Amount	Percentage
Hamilton Convention Centre	$ 290,660	$263,000	$ 27,660	10.5%
Hamilton Place Theatre	130,460	145,000	(14,540)	(10.0%)
Copps Coliseum	217,414	125,900	91,514	72.7%
Corporate	146,216	37,963	108,253	285.2%
HECFI Total	$ 784,750	$571,863	$212,887	37.2%

	A Comparison Of 1988 Actual With 1987 Actual Revenue For The Month of Dec.		Increase (Decrease) Over 1987	
	1988	1987	$ Amount	Percentage
Hamilton Convention Centre	$ 290,660	$250,809	$ 39,851	15.9%
Hamilton Place Theatre	130,460	175,137	(44,677)	(25.5%)
Copps Coliseum	217,414	130,690	86,724	66.4%
Corporate	146,216	111,425	34,791	31.2%
HECFI Total	**$ 784,750**	**$668,061**	**$116,689**	**17.5%**

	A Comparison Of Actual With Budgeted Revenue For The Year Ended Dec. 31, 1988		Increase (Decrease) Over Budget	
	Actual	Budget	$ Amount	Percentage
Hamilton Convention Centre	$2,959,866	$2,632,000	$ 327,866	12.5%
Hamilton Place Theatre	1,321,439	1,683,200	(361,761)	(21.5%)
Copps Coliseum	2,128,909	1,721,400	407,509	23.7%
Corporate	632,791	484,000	148,791	30.7%
HECFI Total	**$7,043,005**	**$6,520,600**	**$ 522,405**	**8.0%**

	A Comparison Of 1988 Actual With 1987 Actual Revenue For The Year Ended Dec. 31		Increase (Decrease) Over 1987	
	1988	1987	$ Amount	Percentage
Hamilton Convention Centre	$2,959,866	$2,872,080	$ 87,786	3.1%
Hamilton Place Theatre	1,321,439	1,697,098	(375,659)	(22.1%)
Copps Coliseum	2,128,909	1,807,887	321,022	17.8%
Corporate	632,791	634,696	(1,905)	(.3%)
HECFI Total	**$7,043,005**	**$7,011,761**	**$ 31,244**	**.4%**

Hamilton Convention Centre

The Convention Centre realized for the month of December and the year ended December 31, 1988 budgetary surpluses (deficits) of approximately $(6,534) and $255,203, respectively.

The budgetary deficit of $6,534 for the month arose primarily due to higher than budgeted silverware replacement.

The budgetary surplus of $255,203 for the year ended December 31, 1988 arose as a result of expenditures in total being controlled while revenue for the year exceeded budget by $327,866 or 12.5%.

Hamilton Place Theatre

For the month of December, Hamilton Place realized a budgetary surplus of approximately $3,908 while realizing a budgetary deficit of approximately $13,079 for the year.

The budgetary surplus of $3,908 for the month arose primarily as a result of higher than anticipated income from the recognition of unredeemed gift certificates.

The budgetary deficit of $13,079 for the year arose primarily from actual activity being less than projected.

Copps Coliseum

Copps Coliseum realized for the month of December and the year ended December 31, 1988 budgetary surpluses of approximately $38,014 and $337,198, respectively.

These budgetary surpluses were due primarily to higher than anticipated levels of activity.

Corporate

For the month of December and the year ended December 31, 1988, the Corporate Department realized budgetary surpluses of approximately $47,047 and $209,796, respectively.

The surpluses for the month and year arose primarily from below budget Marketing expenditures, surpluses being realized from the Box Office Operation and higher than anticipated interest income.

John A. Leuser

John A. Leuser, C.A.
Director of Finance
and Administration

attach.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
BALANCE SHEET
AS AT DECEMBER 31, 1988

A S S E T S

CURRENT	
Imprest funds	$ 16,800
Cash in bank	22,731
Accounts receivable	471,053
Due from City of Hamilton	228,564
Inventories	75,888
Prepaid expenses	26,520
Deferred charges on future shows	15,025
	$856,581

L I A B I L I T I E S, R E S E R V E S A N D S U R P L U S

CURRENT	
Accounts payable and accruals	$344,494
Advance ticket sales	223,798
Deposits on future rentals	153,140
Unredeemed gift certificates	114,055
	835,487
RESERVE FOR INNOVATIVE PROGRAMMING	21,094
SURPLUS	-
	$856,581

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

A SUMMARIZED CONSOLIDATED OPERATING STATEMENT

	CONVENTION CENTRE		HAMILTON PLACE		COPPS COLISEUM		CORPORATE (COMMON TO THREE FACILITIES)		CONSOLIDATED				
	The Twelve Month Period Ended December 31 1988		The Twelve Month Period Ended December 31 1988		The Twelve Month Period Ended December 31 1988		The Twelve Month Period Ended December 31 1988		The Twelve Month Period Ended December 31 1988		Annual Budget For 1988	% of 1988 Annual Budget Spent or Achieved	The Twelve Month Period Ended December 31 1987
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual			Actual
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Revenue	$2,632,000	$2,959,866	$1,683,200	$1,321,439	$1,721,400	$2,128,909	$484,000	$632,791	$6,520,600	$7,043,005	$6,520,600	108.0%	$7,011,761
Expenditures	$3,097,620	$3,170,283	$2,259,990	$1,911,308	$1,827,070	$1,897,381	$1,781,880	$1,720,875	$8,966,560	$8,699,847	$8,966,560	97.0%	$8,554,784
Excess of Expenditures Over Revenue From Operations	$465,620	$210,417	$576,790	$589,869	$105,670	($231,528)	$1,297,880	$1,088,084	$2,445,960	$1,656,842	$2,445,960	67.7%	$1,543,023
Contribution from the City of Hamilton	$465,620	$465,620	$576,790	$576,790	$105,670	$105,670	$1,297,880	$1,297,880	$2,445,960	$2,445,960	$2,445,960 (1)	100.0%	$2,535,960
Budgetary Surplus(Deficit) @ December 31		$255,203		($13,079)		$337,198		$209,796		$789,118			$992,937
LESS Budgetary Surplus(Deficit) @ November 30		$261,737		($16,987)		$299,184		$162,749		$706,683			$847,067
Budgetary Surplus Increase(Decrease) Over Previous Month		($6,534)		$3,908		$38,014		$47,047		$82,435			$145,870

(1) Includes $49,[illegible] of the 1987 operating surplus carried forward to 1988.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
HAMILTON CONVENTION CENTRE
SUMMARY OF REVENUE AND EXPENDITURES

Description	Annual 1988 Budget	Budgeted Operating Results For: The Month of December 1988	Budgeted Operating Results For: The Twelve Month Period Ended December 31 1988	Actual Operating Results For: The Month of December 1988	Actual Operating Results For: The Twelve Month Period Ended December 31 1988	Percentage of Total 1988 Annual Budget Spent or Achieved	Actual Operating Results For: The Twelve Month Period Ended December 31 1987
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
REVENUE							
RENTALS AND LICENCE FEES	$387,100	$38,710	$387,100	$21,425	$524,486	135.5%	$421,964
OTHER RENTALS	21,000	2,100	21,000	2,007	22,735	108.3%	24,067
FOOD AND BEVERAGE SALES	2,079,500	208,050	2,079,500	247,916	2,232,290	107.3%	2,283,434
RECOVERIES	82,000	8,200	82,000	5,716	108,149	131.9%	98,021
OTHER REVENUE	62,400	5,940	62,400	13,596	72,206	115.7%	44,594
	$2,632,000	$263,000	$2,632,000	$290,660	$2,959,866	112.5%	$2,872,080
EXPENDITURES							
ADMINISTRATION	$319,690	$26,594	$319,690	$15,005	$301,112	94.2%	$296,899
BUILDING MAINTENANCE	385,590	33,217	385,590	44,861	452,784	117.4%	432,307
OPERATIONS	105,180	8,282	105,180	8,834	104,379	99.2%	92,919
SECURITY	107,000	8,735	107,000	9,911	115,644	108.1%	111,950
FOOD AND BEVERAGE - ADMINISTRATION AND CLIENT SERVICES	127,680	10,258	127,680	7,924	124,526	97.5%	109,206
FOOD AND BEVERAGE - KITCHEN	853,040	81,315	853,040	91,247	866,974	101.6%	877,558
FOOD AND BEVERAGE - BANQUET	932,950	89,008	932,950	118,019	971,791	104.2%	967,260
MACNAB ARMS	0	0	0	0	0	0.0%	4,619
MARKETING	266,490	23,336	266,490	19,138	233,073	87.5%	269355
	$3,097,620	$280,745	$3,097,620	$314,939	$3,170,283	102.3%	$3,162,073
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS	$465,620	$17,745	$465,620	$24,279	$210,417	45.2%	$289,993

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
HAMILTON PLACE
SUMMARY OF REVENUE AND EXPENDITURES

Description	Annual 1988 Budget	Budgeted Operating Results For: The Month of December 1988	Budgeted Operating Results For: The Twelve Month Period Ended December 31 1988	Actual Operating Results For: The Month of December 1988	Actual Operating Results For: The Twelve Month Period Ended December 31 1988	Percentage of Total 1988 Annual Budget Spent or Achieved	Actual Operating Results For: The Twelve Month Period Ended December 31 1987
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
REVENUE							
RENTALS, LICENCE FEES AND SHOW REVENUE - GREAT HALL	$335,000	$20,002	$335,000	$9,774	$262,281	78.3%	$207,870
RENTALS, LICENCE FEES AND SHOW REVENUE - STUDIO THEATRE	61,000	6,384	61,000	9,744	54,093	88.7%	55,366
OTHER RENTALS	77,950	6,499	77,950	5,917	69,429	89.1%	66,961
FOOD AND BEVERAGE SALES	156,400	13,452	156,400	9,955	150,780	96.4%	155,707
RECOVERIES	964,750	79,495	964,750	66,177	699,115	72.5%	1,102,874
OTHER REVENUE	88,100	19,168	88,100	28,893	85,741	97.3%	108,320
	$1,683,200	$145,000	$1,683,200	$130,460	$1,321,439	78.5%	$1,697,098
EXPENDITURES							
ADMINISTRATION	$426,250	$34,682	$426,250	$23,608	$383,000	89.9%	$372,471
MAINTENANCE	267,090	22,310	267,090	19,815	271,938	101.8%	249,068
MEETING ROOMS	4,800	400	4,800	(13)	851	17.7%	3,427
FRONT OF HOUSE	142,280	12,175	142,280	10,051	108,211	76.1%	110,093
OPERATION - SPECIFIC SHOW EXPENSES	782,610	63,909	782,610	50,416	570,201	72.9%	895,362
SECURITY	62,600	5,323	62,600	4,177	54,726	87.4%	58,010
STAGE - PROPERTY	337,260	28,133	337,260	40,306	331,672	98.3%	332,359
SHOW PROMOTIONS	124,880	10,684	124,880	15,555	117,015	93.7%	120,754
BEVERAGE AND CATERING SERVICE	112,220	9,653	112,220	4,906	73,694	65.7%	104,875
	$2,259,990	$187,269	$2,259,990	$168,821	$1,911,308	84.6%	$2,246,419
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS:	$576,790	$42,269	$576,790	$38,361	$589,869	102.3%	$549,321

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
COPPS COLISEUM
SUMMARY OF REVENUE AND EXPENDITURES

Description	Annual 1988 Budget	Budgeted Operating Results For: The Month of December 1988	Budgeted Operating Results For: The Twelve Month Period Ended December 31 1988	Actual Operating Results For: The Month of December 1988	Actual Operating Results For: The Twelve Month Period Ended December 31 1988	Percentage of Total 1988 Annual Budget Spent or Achieved	Actual Operating Results For: The Twelve Month Period Ended December 31 1987
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
REVENUE							
RENTAL, LICENCE FEES AND SHOW REVENUES	$724,000	$45,000	$724,000	$66,647	$1,023,903	141.4%	$902,128
OTHER RENTALS	205,500	20,750	205,500	14,845	71,785	34.9%	41,262
FOOD AND BEVERAGE CONCESSIONS	300,000	23,000	300,000	36,703	343,279	114.4%	432,823
RECOVERIES	453,800	35,000	453,800	51,483	503,978	111.1%	407,934
OTHER REVENUE	38,100	2,150	38,100	47,736	185,964	488.1%	23,740
	$1,721,400	$125,900	$1,721,400	$217,414	$2,128,909	123.7%	$1,807,887
EXPENDITURES							
ADMINISTRATION	$351,830	$28,844	$351,830	$32,723	$342,757	97.4%	$311,642
MAINTENANCE	570,500	46,351	570,500	63,894	599,774	105.1%	527,847
EVENT PLANNING/OPERATIONS	520,440	41,540	520,440	62,972	504,393	96.9%	482,431
IATSE PAYROLL	94,300	6,555	94,300	15,923	170,859	181.2%	103,273
SECURITY	198,920	19,463	198,920	16,147	202,176	101.6%	178,913
SOUVENIRS	0	0	0	3,345	5,833	0.0%	0
MARKETING	91,080	7,037	91,080	8,286	71,589	78.6%	101,925
	$1,827,070	$149,790	$1,827,070	$203,290	$1,897,381	103.8%	$1,706,031
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS	$105,670	$23,890	$105,670	($14,124)	($231,528)	0.0%	($101,856)

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
HECFI - CORPORATE
SUMMARY OF REVENUE AND EXPENDITURES

Description	Annual 1988 Budget	Budgeted Operating Results For: The Month of December 1988	Budgeted Operating Results For: The Twelve Month Period Ended December 31 1988	Actual Operating Results For: The Month of December 1988	Actual Operating Results For: The Twelve Month Period Ended December 31 1988	Percentage of Total 1988 Annual Budget Spent or Achieved	Actual Operating Results For: The Twelve Month Period Ended December 31 1987
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
REVENUE							
BOX OFFICE REVENUE	$423,000	$32,879	$423,000	$42,970	$473,545	111.9%	$494,496
OTHER REVENUE	61,000	5,084	61,000	103,246	159,246	261.1%	140,200
	$484,000	$37,963	$484,000	$146,216	$632,791	130.7%	$634,696
EXPENDITURES							
ADMINISTRATION	$709,540	$60,838	$709,540	$68,226	$730,478	103.0%	$682,993
MARKETING	636,290	56,414	636,290	105,556	580,553	91.2%	353,794
BOX OFFICE	436,050	35,158	436,050	39,834	409,844	94.0%	403,474
	$1,781,880	$152,410	$1,781,880	$213,616	$1,720,875	96.6%	$1,440,261
EXCESS OF EXPENDITURES OVER REVENUES FROM OPERATIONS	$1,297,880	$114,447	$1,297,880	$67,400	$1,088,084	83.8%	$805,565

NOTE: The revenue and expenditure detail on the above balances is available upon request.

Schedule "E"

THE CENTRAL UTILITIES PLANT

UNAUDITED OPERATING RESULTS FOR THE

YEAR ENDED DECEMBER 31, 1988

Attachment 5.1.1

5.1.1 **Executive Committee Minutes of February 8, 1989**

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

EXECUTIVE COMMITTEE

Wednesday, February 8, 1989
11:00 a.m.
Copps Coliseum
Hamilton Room

REGULAR SESSION

PRESENT: Ald. J. Gallagher, Chairman
Mr. W. McFarland, Vice-Chairman
Ald. T. Murray
Ald. Wm. McCulloch
Ald. D. Agostino

ALSO PRESENT: Mayor R. Morrow
Mr. B. Conacher
Mr. J. Leuser
Mr. J. Crane
Mr. T. Burrows
Mr. S. Dockman
Mrs. J. Mills, Secretary

REGRETS: Mr. N. Levitt

MEDIA: Mr. D. Nolan, Hamilton Spectator

1. Chairman's Remarks

The Chairman called the meeting to order, at 11:05 a.m. The Committee held a subsequent in-camera session at this time and staff re-entered the room at 11:40 a.m.

2. Minutes of Previous Meeting

It was

MOVED by Mr. McFarland, seconded by Ald. Murray

THAT THE JANUARY 23, 1989 HECFI EXECUTIVE COMMITTEE REGULAR MINUTES BE ACCEPTED AS CIRCULATED.

MOTION CARRIED.

3. Business Arising from Minutes - Municipal Archives Project

MOVED by Ald. McCulloch, seconded by Ald. Agostino

THAT HECFI PARTICIPATE IN THE MUNICIPAL ARCHIVES FEASIBILITY STUDY AT A COST NOT TO EXCEED $2,500.; AND

THAT IT BE FINANCED FROM PROFESSIONAL FEES, ACCOUNT NUMBER HE55423-80031.

MOTION CARRIED.

4. Director of Finance and Administration's Report

Mr. John A. Leuser reviewed his report briefly. It was

MOVED by Mayor Morrow, seconded by Ald. Murray

THAT THE REPORT FROM THE DIRECTOR OF FINANCE AND ADMINISTRATION BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5. Marketing Services Report

MOVED by Ald. Murray, seconded by Mr. McFarland

THAT THE MARKETING SERVICES REPORT AS PREPARED BY THE MARKETING SERVICES MANAGER BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

6. Committee Reports -
6.1 Copps Coliseum Committee

MOVED by Ald. Murray, seconded by Mr. McFarland

THAT THE COPPS COLISEUM COMMITTEE REPORT OF ITS MEETING ON JANUARY 25, 1989 BE RECEIVED AS INFORMATION.

MOTION CARRIED.

6.1.1 Method of Financing - Major Overhaul and Internal Inspection of Two Centravacs

MOVED by Ald. Agostino, seconded by Ald. McCulloch

THAT THE TOTAL COST OF $52,642.00 TO PROVIDE LABOUR, MATERIALS AND EQUIPMENT NECESSARY TO PERFORM THE MAJOR OVERHAUL AND INTERNAL INSPECTION OF TWO CENTRAVACS LOCATED AT THE CENTRAL UTILITIES PLANT BE FINANCED FROM WORK-IN-PROGRESS EXPENDITURE ACCOUNT NUMBER CF5816-928851001, TEARDOWN/OVERHAUL OF CENTRAVACS.

NOTE: THE COPPS COLISEUM COMMITTEE AT ITS MEETING ON JANUARY 25, 1989 APPROVED THE SERVICE AND REQUESTED THAT THE HECFI EXECUTIVE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

6.2 Hamilton Place Committee

MOVED by Ald. McCulloch, seconded by Ald. Murray

THAT THE HAMILTON PLACE COMMITTEE REPORT OF ITS MEETING ON JANUARY 26, 1989 BE RECEIVED AS INFORMATION.

MOTION CARRIED.

6.3 Hamilton Convention Centre Committee

MOVED by Mr. McFarland, seconded by Ald. Murray

THAT THE HAMILTON CONVENTION CENTRE COMMITTEE REPORT OF ITS MEETING ON JANUARY 27, 1989 BE RECEIVED AS INFORMATION.

MOTION CARRIED.

6.3.1 Method of Financing for the Purchase of Walkie Lift Truck

MOVED by Mr. McFarland, seconded by Ald. Murray

THAT THE TOTAL COST OF $12,695.44 TO PURCHASE A WALKIE LIFT TRUCK WITH AN OPTIONAL 78" ENVELOPE FORK BE FINANCED FROM WORK-IN-PROGRESS EXPENDITURE ACCOUNT

NUMBER CF5500-928851002, CONVENTION CENTRE - EQUIPMENT REPLACEMENTS.

NOTE: THE HAMILTON CONVENTION CENTRE COMMITTEE AT ITS MEETING ON JANUARY 27, 1989 REQUESTED THAT THE HECFI EXECUTIVE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

7. Consolidated Unaudited Operating Results
7.1 HECFI Eleven Month Period Ended November 30, 1988

The Committee had reviewed the Director of Finance and Administration's report on the unaudited operating results of HECFI for the eleven month period ended November 30, 1988. It was noted that HECFI's budgetary surpluses (deficits) for the month and eleven month period were $(143,024) and $706,683, respectively.

The detail comprising these figures was as follows:

	Budgetary Surplus (Deficit)	
	For The Month of November 1988	For The Eleven Month Period Ended Nov. 30/88
Hamilton Convention Centre	$ (24,679)	$261,737
Hamilton Place Theatre	$ (14,614)	(16,987)
Copps Coliseum	$ (63,021)	299,184
Corporate	$ (40,710)	162,749
HECFI Total	**$(143,024)**	**$706,683**

It was

MOVED by Ald. Murray, seconded by Mr. McFarland

THAT THE CONSOLIDATED UNAUDITED OPERATING RESULTS FOR HECFI FOR THE ELEVEN MONTH PERIOD ENDED NOVEMBER 30, 1988 BE ACCEPTED AS CIRCULATED FOR SUBMISSION TO THE BOARD.

MOTION CARRIED.

7.2 CUP Eleven Month Period Ended November 30, 1988

The Committee had reviewed the Director of Finance and Administration's report on the unaudited operating results of the Central Utilities Plant for the eleven month period ended November 30, 1988. It was noted that the CUP's budgetary surpluses for the month and eleven month period were approximately $17,560 and $186,919, respectively.

MOVED by Ald. McCulloch, seconded by Ald. Murray

THAT THE CUP UNAUDITED OPERATING RESULTS FOR THE ELEVEN MONTH PERIOD ENDED NOVEMBER 30, 1988 BE ACCEPTED AS CIRCULATED FOR SUBMISSION TO THE BOARD.

MOTION CARRIED.

8. New Business
8.1 Financial Analysis of Special Events Subsidy Reserve Account

MOVED by Mr. McFarland, seconded by Ald. Agostino

THAT THE FINANCIAL ANALYSIS OF THE SPECIAL EVENTS SUBSIDY RESERVE ACCOUNT AT DECEMBER 31, 1988 BE RECEIVED AS INFORMATION.

MOTION CARRIED.

8.1.1 Special Events Subsidy Application for:
a) City of Hamilton Minor Hockey Championship Day - April 15, 1989
b) City of Hamilton Ringette Day - April 16, 1989

MOVED by Ald. Agostino, seconded by Ald. Murray

THAT THE MINIMUM BASIC BUILDING FEE OF $6,500. PER DAY AND THE ACTUAL EVENT STAFF/EVENT SHEET CHARGES INCURRED FOR THE USE OF COPPS COLISEUM BY THE CITY OF HAMILTON MINOR HOCKEY CHAMPIONSHIP DAY (APRIL 15/89) AND THE CITY OF HAMILTON RINGETTE DAY (APRIL 16/89) BE FINANCED BY THE HECFI SPECIAL EVENTS SUBSIDY FUND.

MOTION CARRIED.

8.1.2 Special Events Subsidy Application - Canadian Football League Draft, 1989

MOVED by Ald. Murray, seconded by Mr. McFarland

THAT AN AMOUNT NOT TO EXCEED $5,500. BE APPROVED TO RECOVER DOCUMENTED EXPENSES FOR THE CANADIAN FOOTBALL LEAGUE DRAFT, 1989 ON FEBRUARY 23, 24, 25, 1989 AT HAMILTON PLACE THEATRE; THAT EXPENSES ARE TO INCLUDE, BUT NOT NECESSARILY BE LIMITED TO -

1) MINIMUM RENTAL FOR 2 OF THE 2.5 DAYS REQUIRED: $2,775.;
2) IATSE TECHNICAL STAFF AS REQUIRED FOR EVENT: $1,800.; AND
3) CATERING AS REQUIRED AND SPECIFIED PROMOTER: $ 750.

MOTION CARRIED.

9. Other Business

nil

10. Motion to Move In-Camera

MOVED by Ald. Murray, seconded by Ald. Agostino,

THAT THE IN-CAMERA SESSION COMMENCE. (12:00 noon)

MOTION CARRIED.

The following motions were carried in the in-camera session:

THAT THE JANUARY 23, 1989 IN-CAMERA MINUTES BE ACCEPTED AS CIRCULATED.

THAT THE COPPS COLISEUM COMMITTEE IN-CAMERA REPORT OF ITS MEETING ON JANUARY 25, 1989 BE RECEIVED AS INFORMATION.

THAT THE HAMILTON PLACE COMMITTEE IN-CAMERA REPORT OF ITS MEETING JANUARY 26, 1989 BE RECEIVED AS INFORMATION.

THAT THE HAMILTON CONVENTION CENTRE COMMITTEE IN-CAMERA REPORT OF ITS MEETING ON JANUARY 27, 1989 BE RECEIVED AS INFORMATION.

THAT THE FINANCIAL AND STATISTICAL INFORMATION REPORTS ON EVENTS FOR THE ELEVEN MONTH PERIOD ENDED NOVEMBER 30, 1988 FOR THE HAMILTON PLACE GREAT HALL AND STUDIO THEATRE, COPPS COLISEUM AND THE HAMILTON CONVENTION CENTRE BE RECEIVED AS INFORMATION.

THAT EFFECTIVE JANUARY 1, 1989:

A) THE POSITION TITLE OF ADMINISTRATIVE/ACCOUNTING CLERK IN THE FINANCE AND ADMINISTRATION DEPARTMENT BE REVISED TO ADMINISTRATIVE ASSISTANT/SECRETARY WITH THE ANNUAL SALARY RANGE RECLASSIFIED FROM PAY GRADE 9 (1988 RANGE $21,193.12 - $24,887.72) TO PAY GRADE 11 (1988 RANGE $25,322.44 - $29,778.32), WHICH IS THE EXISTING APPROVED PAY GRADE LEVEL FOR THE POSITION OF ADMINISTRATIVE ASSISTANT/SECRETARY; AND

B) THE INCUMBENT IN THE POSITION BE SLOTTED AT THE BOTTOM OF THE RANGE WHICH IS $25,322.44 (1988 RATE).

THAT THE ITEM RELATIVE TO PAY EQUITY BE TABLED UNTIL THE NEXT HECFI EXECUTIVE COMMITTEE MEETING.

THAT OUT-OF-TOWN TRAVELLING BY MEMBERS OF THE BOARD ON HECFI BUSINESS BE AUTHORIZED IN ADVANCE BY THE HECFI EXECUTIVE COMMITTEE.

THAT THE INFORMATION MANUAL AS PREPARED BY MS. PAT BENNETT, BOARD SECRETARY, BE CIRCULATED TO THE MEMBERS OF THE HECFI BOARD.

THAT MR. STEVE DOCKMAN, OPERATIONS MANAGER, HAMILTON CONVENTION CENTRE, RECEIVE A TEN PERCENT (10%) PAY INCREASE FOR ASSUMING ADDITIONAL DUTIES DURING THE ABSENCE OF A DIRECTOR FOR THE HAMILTON CONVENTION CENTRE. THIS PAY ADJUSTMENT TO BE EFFECTIVE MONDAY,

NOVEMBER 14, 1988 AND CONTINUE UNTIL SUCH TIME AS THE POSITION IS FILLED.

NOTE: MR. DOCKMAN'S SALARY WILL REVERT BACK TO HIS PRESENT SALARY LEVEL WHEN THE POSITION OF DIRECTOR OF HAMILTON CONVENTION CENTRE IS FILLED.

THAT THE IN-CAMERA SESSION BE ADJOURNED AND THE REGULAR SESSION BE CONVENED. (1:10 p.m.)

11. Adjournment

MOVED by Ald. McCulloch, seconded by Ald. Murray

THAT THE MEETING BE ADJOURNED. (1:10 P.M.)

MOTION CARRIED.

TAKEN AS READ AND APPROVED:

ALDERMAN JOHN GALLAGHER, CHAIRMAN

Mrs. J. Mills, Secretary

5.2 **Copps Coliseum Committee Second Report**

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

February 24, 1989.

REPORT TO THE HECFI BOARD OF DIRECTORS FROM THE COPPS COLISEUM COMMITTEE MEETING OF FEBRUARY 22, 1989

The Copps Coliseum Committee presents its **SECOND** Report and respectfully recommends the following:

1. **Central Utilities Plant - Contract Electrical Maintenance Services, Cipolla's Services Ltd.**

   That the option to renew the existing Contract for electrical maintenance services pertaining to HVAC equipment located in facilities serviced by the C.U.P. for an additional twelve (12) month period ending 1989 December 31 be exercised by the Hamilton Entertainment and Convention Facilities Inc. in favour of Cipolla's Services Ltd.

   NOTE: (i) Documentation is attached.

The following are for information only:

1. **Status Report on Confirmed Events/Performances at Copps Coliseum**

   The Status Report on Confirmed Events/Performances at Copps Coliseum - February 1989 - May 1989.

   NOTE: (i) Documentation is attached.

2. **Marketing Services Report**

   The Marketing Services Report - February 1989.

3. **Consolidated Unaudited Operating Results for H.E.C.F.I.**

   The Consolidated Unaudited Operating Results for HECFI for the Year Ended December 31, 1988.

4. **Unaudited Operating Results for the Central Utilities Plant**

The Unaudited Operating Results for the Central Utilities Plant for the Year Ended December 31, 1988.

5. **Comment Cards**

The Comment Cards as submitted by the Director of Copps Coliseum, dated February 17, 1989.

NOTE: (i) Documentation attached.

Respectfully submitted,

P. Cowell

Mr. P. Cowell, Vice Chairman.

M. G. McCaffrey

Gail McCaffrey, Secretary.

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

MEMORANDUM

FOR ACTION: XXXX

TO: Copps Coliseum Committee,
Attn: Ms. G. McCaffrey, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. A. Leuser

FROM: Mr. John T. Crane
Director, Copps Coliseum

DATE: 1989 February 15

SUBJECT: **CENTRAL UTILITIES PLANT - Contract Electrical Maintenance Services, Cipolla's Services Ltd.**

RECOMMENDATION:

That the option to renew the existing Contract for electrical maintenance services pertaining to HVAC equipment located in facilities serviced by the C.U.P. for an additional twelve (12) month period ending 1989 December 31 be exercised by the Hamilton Entertainment and Convention Facilities Inc. in favour of Cipolla's Services Ltd.

BACKGROUND:

In September of 1986, the H.E.C.F.I. Board of Directors awarded the Contract for electrical maintenance services for facilities serviced by the Central Utilities Plant to Cipolla's Services Ltd. for the term commencing 1986 July 1 to 1988 December 31, with the option in favour of H.E.C.F.I. to renew the Contract for two additional one year terms at the rates specified in the vendor's tender.

As stipulated in the vendor's tender, the monthly rate will increase from $3,589.00 (1988) to $3,627.00 in 1989 which represents an increase of 1.06 percent.

Cipolla's Services Ltd. have provided electrical maintenance services for C.U.P. serviced facilities, i.e. City Hall, Hamilton Place Theatre, Public Library and Farmer's Market, C.U.P. proper, Hamilton Convention Centre and the underground parking garage since 1985. Their performance as per contractual requirements has been very good.

On this basis, I am recommending that the option to renew the existing Contract for an additional one year term commencing 1989 January 1 be exercised in favour of Cipolla's Services Ltd.

Respectfully submitted,

John T. Crane,
Director,
Copps Coliseum.

/mgm

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

REPORT TO COPPS COLISEUM COMMITTEE

REPORT TO : Copps Coliseum Committee
Attn: Ms. Gail McCaffrey, Secretary

FROM : Mr. J. T. Crane, Director, Copps Coliseum

COPIES TO : Mr. B. Conacher, Managing Director/CEO, HECFI
Ms. L. Stewart, Sales Executive, Copps Coliseum

DATE : February 15, 1989

RE : Status Report on Confirmed Events/Performances at Copps Coliseum, February - May, 1989

February, 1989

12 Confirmed Events/Performances

1. The Return of the Six Million Dollar Man and the Bionic Woman - Part II (Movie Shoot)
   : February 1st

2. Randy Travis Concert
   : February 3rd

3. Battle of the Monster Trucks
   : February 4th and 5th

4. Hamilton Sportsmen's Show
   : February 9th, 10th, 11th, 12th

5. Hamilton Travelcamping Show
   : February 23rd, 24th, 25th, 26th

March, 1989

12 Confirmed Events/Performances

1. Chris DeBurgh Concert
   : March 1st

2. Maple Leaf Wrestling
   : March 5th

3. Walt Disney's World On Ice
   : March 14th, 15th, 16th, 17th, 18th and 19th

April, 1989

3 Confirmed Events/Performances

1. Wrestlemania V
   : April 2nd

2. City of Hamilton
   Minor League Hockey Day
   : April 15th

3. City of Hamilton
   Ringette Day
   : April 16th

May, 1989

Ø Confirmed Events/Performances

/dn

J. T. Crane
Director
Copps Coliseum

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

MEMORANDUM

FOR INFORMATION: XXXX

TO: Copps Coliseum Committee,
Attn: Ms. G. McCaffrey, Secretary

COPIES TO: Mr. B. Conacher

FROM: Mr. John T. Crane
Director, Copps Coliseum

DATE: 1989 February 17

SUBJECT: **Comment Cards**

RECOMMENDATION:

For information purposes only.

Copps Coliseum
Victor K. Copps Trade Centre/Arena

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: Battle of the Monster Trucks

DID YOU ENJOY THE EVENT? Yes

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☒	☐	I could not make out what
FACILITY	☒	☐	the announcer was saying
CONCESSIONS	☒	☐	even at quiet times when
OTHER	☐	☒	no engines were running.

SUGGESTIONS: I think more speakers are needed perhaps where the flags are, not just in the centre of the arena.

NAME: Alyson Young

ADDRESS: 1470 Jalna Blvd #35 London

PHONE NUMBER: 681-7445

THANK YOU

Copps Coliseum
Victor K. Copps Trade Centre/Arena

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: Monster Trucks

DID YOU ENJOY THE EVENT? Yes

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☒	☐	Sound System needs to
FACILITY	☒	☐	be louder. Announcer's voice
CONCESSIONS	☒	☐	not clear either.
OTHER	☐	☒	

SUGGESTIONS: Speakers are needed in more places in the seating areas.

NAME: Thomas Carter

ADDRESS: 1470 Jalna Blvd Unit 35 London

PHONE NUMBER: 681-7445

THANK YOU

Copps Coliseum
Victor K. Copps Trade Centre/Arena

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: FEB 4 - TRUCK PULL

DID YOU ENJOY THE EVENT? YES

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☑	☐	
FACILITY	☑	☐	
CONCESSIONS	☑	☐	
OTHER	☐	☐	

SUGGESTIONS: THIS IS THE NICEST ARENA, I HAVE BEEN IN. WELL LAID OUT - VERY GOOD - ENTERING & EXITING THE ONLY COMPLAINT I HAVE, IS YOUR SOUND SYSTEM IS POOR.

NAME: Tom MACDONALD

ADDRESS: LONDON - 13 KITCHENER AVE N5Z 2B3

PHONE NUMBER: 434-6538

THANK YOU

Copps Coliseum
Victor K. Copps Trade Centre/Arena

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: Monster

DID YOU ENJOY THE EVENT? Very Much!

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☑	☐	
FACILITY	☑	☐	
CONCESSIONS	☑	☐	
OTHER	☑	☐	

SUGGESTIONS: I thought that all stands were great and given thankyou for the good food and prices

NAME:

ADDRESS:

PHONE NUMBER:

THANK YOU

Attachment 5.2.1

5.2.1 **Copps Coliseum Committee Minutes of January 25, 1989**

COPPS COLISEUM COMMITTEE

Wednesday, January 25, 1989
11:30 a.m.
Hamilton Room, Copps Coliseum

PRESENT: Alderman T. Murray, Chairman
Mr. P. Cowell, Vice Chairman
Alderman J. Gallagher, Chairman, H.E.C.P.I. Board of Directors
Mr. W. H. McFarland
Alderman D. Agostino
Mr. Wm. J. Tidball

ALSO PRESENT: Mr. B. Conacher
Mr. J. Crane
Mr. J. Leuser
Ms. G. McCaffrey, Secretary

REGRETS: Mr. T. Casey

The Chairman called the meeting to order at 12:20 p.m.

The following motions were carried during the In Camera Session:

THAT THE IN CAMERA SESSION OF THE COPPS COLISEUM COMMITTEE MEETING BE CONVENED AT 11:40 A.M.

THAT THE COPPS COLISEUM IN CAMERA MINUTES OF NOVEMBER 23, 1988, BE APPROVED.

THAT THE FINANCIAL AND STATISTICAL INFORMATION REPORTS ON EVENTS FOR THE ELEVEN MONTH PERIOD ENDED NOVEMBER 30, 1988, BE RECEIVED FOR INFORMATION.

THAT THE STATUS REPORT ON TENTATIVE HOLDS AT COPPS COLISEUM JANUARY 1989 - APRIL 1989, BE RECEIVED FOR INFORMATION.

THAT THE NEXT MEETING OF THE COPPS COLISEUM COMMITTEE SCHEDULED FOR WEDNESDAY, FEBRUARY 22, 1989, AT 11:30 A.M. BE CHANGED TO 2:00 P.M.; AND FURTHER, THAT THE BALANCE OF THE COPPS COLISEUM COMMITTEE MEETINGS FOR 1989 BE CHANGED FROM 11:30 A.M. TO 12:00 NOON.

THAT THE IN CAMERA SESSION OF THE COPPS COLISEUM COMMITTEE BE ADJOURNED AT 12:20 P.M.

1. Copps Coliseum Committee Minutes of November 23, 1988

1.2 Motion for Approval

MOVED by Alderman Agostino, seconded by Mr. McFarland that

THE COPPS COLISEUM COMMITTEE MINUTES OF NOVEMBER 23, 1988, BE APPROVED.

MOTION CARRIED.

2. Business Arising From the Minutes

Nil

3. Marketing

3.1 Status Report on Confirmed Events/Performances at Copps Coliseum - January 1989 - April 1989

The Director reviewed the report on confirmed events and performances.

MOVED by Mr. Tidball, seconded by Mr. Cowell that

THE STATUS REPORT ON CONFIRMED EVENTS/PERFORMANCES AT COPPS COLISEUM - JANUARY 1989 - APRIL 1989, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

3.2 Marketing Services Report - January 1989

Mr. Conacher reported that as part of the work underway for 1989 by Marketing Services, an ad has been developed for insertion in the publication, Pollstar; the monthly bible of the industry. He circulated a mockup of the ad which is aimed at attracting promoters and agents to Copps Coliseum and Hamilton Place Theatre.

Discussion followed on the concept and graphics (pop, rock, country) of the advertising theme.

Alderman Murray asked that when the ad is placed in Pollstar, extra copies be requested and circulated to the members of the Copps Coliseum Committee.

Mr. Crane reported that both the attendees and the charities were very pleased with the success of the Public Skate With Santa and the Director suggested it become an annual event.

MOVED by Mr. Cowell, seconded by Alderman Agostino that

THE MARKETING SERVICES REPORT - JANUARY 1989, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

4. Capital Construction Items

4.1 Central Utilities Plant - Major Overhaul and Internal Inspection of Trane Centravacs, Trane Service Agency

The Director stated this item is basically preventative maintenance and was included in the 1988 Budget and brought forward to 1989.

MOVED by Mr. Cowell, seconded by Mr. Tidball that

TRANE SERVICE AGENCY PROVIDE ALL LABOUR, MATERIALS AND EQUIPMENT NECESSARY TO PERFORM MAJOR OVERHAUL AND INTERNAL INSPECTION OF TWO CENTRAVACS LOCATED AT THE CENTRAL UTILITIES PLANT AT A TOTAL COST OF $52,642.00, BE APPROVED AND THAT THE H.E.C.F.I. EXECUTIVE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

4.2 Copps Coliseum - HVAC Modifications Club Lounge, J. J. Elliott Mechanical Ltd., Release of Holdback

MOVED by Mr. McFarland, seconded by Alderman Agostino that

THE HOLDBACK MONIES RETAINED TO DATE BY THE CORPORATION OF THE CITY OF HAMILTON, TREASURY DEPARTMENT IN THE TOTAL AMOUNT OF $8,334.00 BE RELEASED TO THE CONTRACTOR, NAMELY J. J. ELLIOTT MECHANICAL LTD., SUBJECT TO APPROVAL OF THE TREASURY DEPARTMENT AND A LIEN SEARCH BEING CONDUCTED BY THE CITY SOLICITOR'S DEPARTMENT, BE APPROVED.

MOTION CARRIED.

4.3 Copps Coliseum - Provision of Kitchen Exhaust, J. J. Elliott Mechanical Ltd., Release of Holdback

MOVED by Alderman Gallagher, seconded by Mr. Tidball that

THE HOLDBACK MONIES RETAINED TO DATE BY THE CORPORATION OF THE CITY OF HAMILTON, TREASURY DEPARTMENT IN THE TOTAL AMOUNT OF $6,142.00 BE RELEASED TO THE CONTRACTOR, NAMELY J. J. ELLIOTT MECHANICAL LTD., SUBJECT TO APPROVAL OF THE TREASURY DEPARTMENT AND A LIEN SEARCH BEING CONDUCTED BY THE CITY SOLICITOR'S DEPARTMENT, BE APPROVED.

MOTION CARRIED.

5. New Business

5.1 Consolidated Unaudited Operating Results for HECFI for the Eleven Month Period Ended November 30, 1988

MOVED by Mr. McFarland, seconded by Mr. Tidball that

THE CONSOLIDATED UNAUDITED OPERATING RESULTS FOR HECFI FOR THE ELEVEN MONTH PERIOD ENDED NOVEMBER 30, 1988, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.2 Unaudited Operating Results for the Central Utilities Plant for the Eleven Month Period Ended November 30, 1988

MOVED by Alderman Gallagher, seconded by Mr. Cowell that

THE UNAUDITED OPERATING RESULTS FOR THE CENTRAL UTILITIES PLANT FOR THE ELEVEN MONTH PERIOD ENDED NOVEMBER 30, 1988, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.3 Copps Coliseum - Emergency Repairs to Damaged Data Gathering Panels, Honeywell Limited

The Director reported that there appears to be no problem in recovering these monies from the contractor's insurance company. He also advised that corrective measures have been implemented to prevent a similar situation from occurring.

MOVED by Alderman Gallagher, seconded by Mr. Tidball that

A PURCHASE ORDER BE ISSUED TO HONEYWELL LIMITED IN THE TOTAL AMOUNT OF $17,427.97 TO REPAIR AND REPLACE ELECTRONIC DATA GATHERING PANELS DAMAGED BY WATER LEAK AT COPPS COLISEUM AS PER HONEYWELL LIMITED INVOICE NUMBER 0016782 DATED 1988 OCTOBER 19; and

THAT AS THIS WORK IS OF A CRITICAL NATURE NECESSARY FOR THE OPERATION OF MECHANICAL EQUIPMENT AND SYSTEMS AT COPPS COLISEUM THE ABOVE HAS BEEN PROCESSED THROUGH THE H.E.C.F.I. PURCHASING POLICIES AND PROCEDURES WHICH STATES, "THAT THE FOLLOWING EMERGENCY PURCHASING PROCEDURE BE ESTABLISHED FOR INDIVIDUAL PURCHASES/SERVICES IN EXCESS OF $10,000. PROVIDED THAT THEY ARE WITHIN BUDGET APPROPRIATIONS: THAT CITY PURCHASING PROCEDURES BE FOLLOWED IN RESPECT OF THE PURCHASES/SERVICES; THAT PRIOR WRITTEN AUTHORIZATION OF TWO OF THE FOLLOWING THREE BE OBTAINED: (A) MANAGING DIRECTOR/CEO; (B) CHAIRMAN OF THE BOARD; (C) CHAIRMAN OR VICE-CHAIRMAN OF THE EXECUTIVE COMMITTEE, AND THAT THE PURCHASES/SERVICES SO APPROVED BE REPORTED FOR RATIFICATION TO THE BOARD AT ITS NEXT SCHEDULED MEETING", BE APPROVED.

MOTION CARRIED.

5.4 Comment Cards

The comment cards were reviewed and after discussion, it was

MOVED by Mr. Cowell, seconded by Alderman Agostino that

THE COMMENT CARDS AS SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM, DATED 1989 JANUARY 18, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

6. Report by the Director of Copps Coliseum

The Director of Copps Coliseum reviewed his report and it was

MOVED by Mr. Tidball, seconded by Mr. McFarland that

THE REPORT BY THE DIRECTOR OF COPPS COLISEUM, DATED JANUARY 18, 1989, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

7. Other Business

Nil

8. Unfinished Business

8.1 Liquor Licence for Copps Coliseum

The Director reported that it is anticipated that Copps Coliseum will receive a liquor licence once the SkyDome sets the precedent.

8.2 Hamilton Room - HECFI Picture Board Display

Alderman Gallagher noted that photographs taken for the HECFI Annual Report could be utilized for the picture board display. However, photographs will be required of the new HECFI Board members.

Alderman Murray stated the display will have present Board members only and will be replaced as new members are appointed.

8.3 Concession Services Report

Mr. J. Crane referred to the recent HECFI Board meeting where the matter of the concession services was raised. To assist in the training of new concession staff, Mr. Crane has ordered and received courses from the National Association of Concessionaires. These videos have been passed on to Mr. B. Smith, Volume Services, for utilization in his training program.

It was noted that Volume Services has a very large turnover in staff who usually are very young and are paid minimum wage for irregular hours of work. It was also noted that there is a shortage of part time staff in Hamilton.

Mr. J. Leuser reported that the young age and inexperience of the part time staff in handling cash does not affect percentages paid to Copps Coliseum as all calculations are done by inventory count.

Alderman Murray stated J. Crane's efforts in securing these tapes should prove very worthwhile.

9. Date of Next Meeting

MOVED by Alderman Agostino, seconded by Mr. Tidball that

THE NEXT MEETING OF THE COPPS COLISEUM COMMITTEE SCHEDULED FOR WEDNESDAY, FEBRUARY 22, 1989, AT 11:30 A.M. BE CHANGED TO 2:00 P.M.; AND FURTHER, THAT THE BALANCE OF THE COPPS COLISEUM COMMITTEE MEETINGS FOR 1989 BE CHANGED FROM 11:30 A.M. TO 12:00 NOON.

MOTION CARRIED.

10. Adjournment

MOVED by Alderman Agostino, seconded by Mr. Tidball that

THE COPPS COLISEUM COMMITTEE MEETING BE ADJOURNED AT 12:59 P.M.

TAKEN AS READ AND APPROVED,

Alderman T. Murray, Chairman

Gail McCaffrey, Secretary

Attachment 5.3

5.3 **Hamilton Convention Centre Committee Second Report**

HAMILTON
CONVENTION
CENTRE

REPORT TO THE BOARD OF DIRECTORS, HECFI
FROM THE HAMILTON CONVENTION CENTRE COMMITTEE MEETING
OF FRIDAY, FEBRUARY 24, 1989

The Hamilton Convention Centre Committee presents its SECOND REPORT for 1989 and respectfully recommends:-

1. New Full-time Position - Banquet Personnel Co-ordinator

That approval be given to hire a full-time Banquet Personnel Co-ordinator commencing April 1, 1989 at the 1988 Level 5 Salary of $17,171.44.

For the information of Board members, the recommendation of the Operations Manager, HCC, together with supporting material from the Banquet Manager, is attached as **APPENDIX "A".**

2. Open Orders

That approval be given to use the suppliers listed in a recommendation of the Operations Manager, HCC, a copy of which together with a memorandum from the Director, Finance/Administration, HECFI, is attached as **APPENDIX "B".**

3. Applications for donated wine

3.1 Telecare

That the application from National Telecare Canada, for donated wine to be served at their dinner to be held Saturday, June 3, 1989 be approved.

3.2 Federal New Democratic Party

That the application from the Federal New Democratic Party, for donated wine to be served at the Bob Mackenzie Dinner to be held Saturday, April 29, 1989 be approved.

NOTE: The recommendation of management was that these applications not be approved, but the committee agreed that they should be granted and that a **limit of two bottles per table of ten be allowed, and that all other liquor consumed at these functions would be handled by the Convention Centre and paid for by the applicants concerned.** See **APPENDIX "C"** attached, for copies of the applications and the recommendations of Management.

4. Unaudited Operating Results for the year ended December 31, 1989

This report of the Director, Finance/Administration, HECFI was approved and recommended for transmittal to the Board for approval, and will be included with the reports of the Finance/Administration Division.

..... 2

5. Information items

5.1 Report of the Operations Manager on the Convention Centre for the month of January 1989

This report was approved by the committee and received for information. A copy is attached as **APPENDIX "D"**.

5.2 Disposal of Used Carpet

A report from the Operations Manager, HCC, attached hereto for the information of Board members as **APPENDIX "E"** was approved and received for information.

5.3 Comment Cards and Correspondence

These were discussed briefly and received for information.

5.4 Client Evaluations

These were discussed and received for information.

5.5 Marketing Services Report

This report of the Marketing Services Department was discussed and received for information.

6. Date of next meeting

The committee agreed that the next regular meeting would take place on **Tuesday, March 28, 1989** at 0800 hours.

Respectfully submitted,

William J. Tidball, Acting Chairman
Hamilton Convention Centre Committee

B. Goddard
Secretary

HAMILTON
CONVENTION
CENTRE

APPENDIX "A"

FROM: Stephen H. Dockman, Operations Manager DATE: February 20, 1989

Hamilton Convention Centre

FOR ACTION X FOR INFORMATION ____

TO: B O A R D ____ OR HECFI EXECUTIVE and CONVENTION CENTRE COMMITTEE(S) X

SUBJECT: Full-time Position - Banquet Personnel Co-ordinator

RECOMMENDATION: THAT APPROVAL BE GIVEN TO HIRE A FULL-TIME BANQUET PERSONNEL CO-ORDINATOR COMMENCING APRIL 1, 1989 AT THE 1988 LEVEL 5 SALARY OF $17171.44.

BACKGROUND:

There has been a need for a full-time Banquet Secretary for some time. In April 1986, a formal request was written for the position to become full-time effective January 1, 1987. This was later accepted in the 1987 budget, effective April 1, 1987.

At that time it was decided to delay the position for an indefinite amount of time in order for us to re-examine the position and the need for it. During the next twelve months, it again became evident that a full-time person in this position was indeed required, prompting a memorandum from the Banquet Manager, a copy of which is attached.

Since this memorandum, there have been several discussions relating to the responsibilities of this position. Although there are secretary-related aspects to the job, the most important is the co-ordination and booking of over 120 part-time waitstaff for the various shifts that are required on a weekly basis. In light of this, a more appropriate title for this position is "Banquet Personnel Co-ordinator". A memorandum from the Banquet Manager outlining the responsibilities of this position is attached for your reference.

Considering that business at the Convention Centre has increased to the point that this position operates twelve months of the year, the requirement for it to be on a full-time basis is evident, as the position is essential to the efficient operation of the Banquet Department.

The salary range recommended for this Level 5 position, is $17,171.44 to $20,105.80.

Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bg
Attchs.

HAMILTON
CONVENTION
CENTRE

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

MEMORANDUM

TO: Steve Dockman

FROM: Bruce McCrady

DATE: September 16, 1988

SUBJECT: Request for a Banquet Personnel Co-ordinator

A full-time Banquet Personnel Co-ordinator can organize our part-time workforce. The request for this position comes at a crucial stage in the development of an efficient Banquet Team.

The complex needs of our large part-time workforce requires full-time attention. Co-ordination of part-time activities is an important aspect of the well being of the Banquet department.

Our Banquet department provides two basic functions: physical set-up and personal service. The planning stages and operational supervision require equal time and effort.

Our goal is to provide a well planned and executed event.

Immediate attention must be placed on providing an organized workforce. Co-ordinated bookings, accurate payrolls and current personnel records are essential tools to our successful operation.

A detailed job description is attached. The responsibilities outlined will prove the magnitude and complexity of the position.

Recommendation

Reclassify the position of Banquet Secretary to full-time Banquet Personnel Co-ordinator.

Bruce McCrady
Banquet Manager

BM/aos

JOB DESCRIPTION

BANQUET PERSONNEL CO-ORDINATOR

Reports to: BANQUET MANAGER

Purpose: To Co-ordinate part-time Banquet Personnel under the direction of the Banquet Manager with regards to Booking Shifts, Personnel Records and Payroll.

Responsibilities:

1) Prepare all personnel function call sheets.

2) Booking all part-time waiters, and bartenders for each individual function.

3) Co-ordinating part-time porter shifts under direction of the Assistant Banquet Manager.

4) Adjusting hours for staff changes i.e. guarantee changes, cancellations sickness etc.

5) Recording and monitoring general personnel availabilities.

6) Informing and updating Senior Supervisors regarding scheduling.

7) Preparation of part-time payroll for 135 Waitstaff and 30 Porters.

8) Preparation and recording 150 - 175 payroll time cards.

9) Preparation and maintenance of individual personnel files.

Miscellaneous

1) Preparation of detailed guest billing.

2) Answering telephones, and taking messages for Banquet Management.

3) Typing inter office memorandum.

4) Handling guests problems through phone calls within the meeting rooms and directing these problems to Management.

MEMORANDUM

MEMO TO: Stephen Dockman

FROM: Bruce McCrady

DATE: March 14, 1988

SUBJECT: Banquet Secretary - Full time

On an annual basis, I have proposed a plan and needs to make the banquet secretary a full time employee. Each year our facility gets busier and the workload increases. The workload has increased 2½ times over the last five years, and the pressure to meet time limits and productivity exists solely because the banquet secretary works within the same hours as in 1983. Workload, responsibilities have increased over and over.

The following criteria will definitely show a need for a full time secretary. A brief history of working hours and responsibilities compared with a present job description will show you the need for increased hours. A comparison of hours present and hours needed will show you the areas of need. A comparison of wages of part time and full time will help identify the problem of retaining qualified secretaries. The complexity of work surely shows the need to attract skilled competent secretaries.

Finally I will submit my recommendations to solve the problems in the banquet office.

History of Banquet Secretary

In 1983, the banquet secretary worked Monday to Friday, 9 a.m. - 3 p.m. On many occasions the banquet secretary was required to serve banquets. The prerequisite at that time was to be a good waitress and fill in as secretary. The secretary made extra money in gratuities. During the next few years volume had grown from 1 million to 2½ million. Volume of sales has a direct bearing on the workload of the banquet secretary. Secretarial skills such as filing, typing, phone work is essential to a present day secretary in the banquet office.

In 1988, the banquet secretary works Monday to Friday, 9 a.m. - 3 p.m. Average working week is 31 hours with no lunch break. Many days the banquet secretary must stay to keep up to date with daily tasks. The banquet office does not have a secretary during July and August.

The responsibilities of the banquet secretary have increased in number and in complexity. The present day job responsibilities of the banquet secretary are described below:

1) Accurate and detailed preparation of all invoices of the centre. For every event there is an invoice.

2) Weekly preparation of payroll for 125 part time waitress/bartenders and 30 porters.
   Keeps track of 150 time cards, preparing them for payroll.

3) Handling day to day payroll problems that part time employees have.
   Preparing holiday pay sheets for part time.
   Handling address change for employees.

4) Booking of all part time shifts for waiters/waitresses and bartenders.
   Booking staff on Wednesdays for 6 hours and then every day until job quotas are filled.
   Updating shift requirements, shift time changes, cancellations, new bookings, higher numbers. Requires much phone work.
   Keeping updated information records on employees to know availability of all 130 waitstaff in order to call them for work.

5) Filing records
   a) filing invoice with function sheet
   b) filing payroll sheets
   c) filing employee data files
   d) personnel changes, terminations, hirings, etc.
   e) filing general banquet information

6) Typing
   a) preparation of memos, staff policies, letters, rationales
   b) typing new forms for banquet use
   c) typing reports, information for six supervisors - Bruce McCrady, Peter Kopatch, Dolores Raycraft, Sam Haining, Deanna Saville, Frank Wilson

7) Handling messages, communications between other departments in the building.

8) Handling client problems, needs
   Our guests are told to contact banquets for assistance. On a daily basis the secretary is called upon to solve problems of clients or at least direct them to someone who can handle their problem.

9) Handling phone calls, messages for Bruce McCrady, Frank Wilson, Peter Kopatch, Dolores Raycraft, Deanna Saville, Sam Haining. Keeping accurate information and directing information is critical to all those working various shifts.

10) Maintaining continuity in the banquet office. All the banquet supervisors work various shifts and are required to be out of the office a great deal of the time. A secretary in the office 9 to 5 p.m. would provide much needed continuity to the banquet operation.

Comparison of Working Hours -

Full time secretary: 35hr. per week
49 weeks per year (3 wk vacation)

TOTAL - 1715 hours

Part time secretary: 31hrs. per week
44 weeks per year

TOTAL - 1364 hours

Difference of hours -- 1715 - 1364 = 351 hours

To increase Banquet Secretary to full time -

Increase summer hours (8weeks - 3 vacation) = 5 working weeks
5 weeks X 35 = 175 hours

Increase regular hours remainder of year
(3 p.m. - 5 p.m.) X 5 days per week

Cost only 4 hrs/wk X 44 = 176 hours - because 5 hours per week is 1 hour lunch

During the first 2 years a full time secretary will get 3 weeks vacation. After 2 years service she will get 4 weeks vacation. A banquet secretary can take these holidays during the quiet summer months. Each year we seem to have busier summers. Surely I can keep my secretary busy for 5 weeks in the summer.

Need to increase working hours of Banquet Secretary!

1) continuity in office 9 a.m. - 5 p.m.
2) client contact during business hours
3) communication between departments
4) increased workload and time commitments
5) needed time to recruit staff for functions
6) sales increased from 1 million to 2.5 million. Extra sales requires extra responsibilities in staff bookings, payroll and general staff personnel problems relating to payroll, hours, etc.

Comparison of Part time Wage Package to Full time wage package of comparable job.

Part time Secretary

31 hrs. @ 7.75 per/hr. X 44 = 10,571.

NO BENEFITS - NO WORK - July, August

Full time Secretary

35 hrs. per week X 49 weeks = 20,000 approx.

FULL BENEFIT PACKAGE - Provided

Difference is: 351 hours of work - $9000. in wages

A conclusion from this comparison shows that for approx. 1364 hours our secretary receives approx. 3.00 per hour less in wages. Even without extending hours, the banquet secretary must work at a significantly lower rate. The extended hours would enable the banquet department to attract qualified secretarial people and hold on to the present secretary who is constantly seeking other employment within the city. We currently have a secretary with all the needed skills and personality to quite capably run our banquet office on a full time basis.

The banquet secretary's workload is measured in direct relationship to sales volume. Sales have skyrocketed from 1 million to 2½ million yet the banquet secretary's hours have not changed. Bookings, payrolls, paperwork have increased significantly.

The present day banquet secretary must have many talents both clerical and personality. With great effort I managed to hire a secretary with the right qualifications to handle the position. Margaret has coped with the workload and part time position for one year.

To keep this calibre of employee, we need to extend the working hours to accomplish the workload and pay a wage equal to the task.

Conclusion:

1) Our banquet office needs a secretary for at least 5 weeks in the summer.

2) 3 weeks vacation time can be used during quiet weeks in summer.

3) Continuity in our office coverage is essential to a) customer b) staff c) other departments.

4) A full time position has been on hold primarily because of July, August slowdowns. We experience enough summer trade to warrant

a banquet secretary to handle clerical duties, ie payroll, bookings during some of summers busier weeks.

5) Possibly our banquet secretary in summer months could help in some relief work for events or Director's secretary.

I urge you to consider this most important issue and find a way to provide banquets with a full time Banquet Secretary.

Bruce McCrady
Banquet Manager

BM/ml

cc: William J. Penfold

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/526-4450

REF:

JOB FACT SHEET

This questionnaire asks you about your job–what you do. It is not concerned with your performance on the job. Please take time (we estimate about one hour) to complete it accurately. Attach extra pages or examples if necessary.

When you have finished, give it to your immediate supervisor. Your supervisor will review it with you. Each of you sign it when you are satisfied with it. Then return one legible copy as directed.

1 POSITION IDENTIFICATION

Organization: Hamilton Convention Centre
Division or Department: Banquets
Name: Banquet Personnel
Position Title: Co-Ordinator
Title of Immediate Superior: Banquet Manager
Branch or Section: Banquets
Location: Office
Date: February 21, 1989

Approved _____ (Employee) _____ (Supervisor) _____ (Manager)

2 JOB DESCRIPTION

Consider the major activities or responsibilities you undertake (usually 3 to 6 of them). Describe each of them, by a phrase, at the top of each box. Estimate (to the nearest 5%) the percentage of time per year you spend on each. Then describe each activity using details or examples.

Activity A: Co-Ordination of Part-time Banquet Staff (40 %)

1. Preparation of all personnel call sheets weekly.
2. Booking of all part-time Waiters, Bartenders, for all events.
3. Co-Ordinating porters working shifts under direction of Assistant Banquet Manager.
4. Preparation and Co-Ordination of personnel records - i.e. hiring packages, classification changes, address changes - termination forms - all forms required by City Personnel.
5. Adjusting hours for staff changes - i.e. guarantee changes, cancellations and new bookings.
6. Recording and monitoring personnel availabilities of 175 staff.
7. Preparation of 150 individual personnel files.

Activity B: Payroll Preparation (20 %)

Preparation of 150 - 200 payroll cards each week.
Preparation of payroll for 200 employees.
Handling part-time payroll problems or disputes.

Activity C: Invoice Preperation (20 %)

- A draft Invoice is completed for every individual function and forwarded to accounting.
  As many as 10 Invoices per day.
  Invoices are prepared on a daily basis.
  The Invoice is prepared after all the information of consumtion is organized and collected from various departments. i.e. Bar Sales, Coffee Sales, Meal Counts etc.

Activity D: Filing/Record Keeping (10 %)

- 1. Filing of finalized functions, Invoices.
  2. Keeping an accurate personnel record filing system for 200 part-time employees.
  3. Preperation of part-time hiring packages.

Activity E: Telephone Answering (10 %)

- 1. Co-Ordinating phone calls for Banquet Manager, Assistant Banquet Manager, Bar Manager, and Banquet Captain.
  2. Co-Ordinating and processing messages from clients who phone from Banquet Rooms with various problems.

3 EDUCATION AND SPECIFIC TRAINING

(a) What should be the minimum schooling or formal training for a new person on this job.?

Grade 12

(b) Is a Provincial or other vocational or professional certification or degree: Mandatory ☐ Preferred ☐ Please Specify: NO

(c) What special skills or training are needed to perform job or operate equipment?

Typing and Word Processing Skills

Preferred Personnel Training

4 EXPERIENCE

How much concentrated, "on-the-job" learning time should be required for a new person with education as in 3 to achieve competence on this job? (Experience may be gained on this and/or preceding jobs.)

About: 1 month ☐ 3 months ☐ 6 months ☐ 1 year ☒ 2 years ☐
3 years ☐ 5 years ☐ 7 years ☐ 10 years ☐ More ☐

5 INITIATIVE (INDEPENDENCE OF ACTION)

(a) List 3 decisions you make or duties you perform without reference to superiors or subsequent checks.

1. Booking Staff
2. Filing
3. General Office Duties

(b) List 3 decisions on which you seek consultation with, or approval from a superior.

1. Invoices
2. Payroll
3. Terminations

(c) What guidelines, procedures, manuals etc. are available to guide your decision-making and actions?

None

(d) What financial responsibilities does your job involve? e.g. budget of $50,000; sales of $200,000.

None

6 IMPACT OF ERRORS

Describe 2 typical major errors that could **reasonably** be made in your job, even with due care. Indicate the worst consequences e.g. waste, delays, time lost, money lost, injury, damage, effect on people.

1. Improper Booking of Staff - poor service
2. Poor payroll recording - incorrect pays - unhappy employees.

7 WORKING WITH OTHERS (Excluding those supervised–See 9)

With whom are you required to work in doing your job? Use titles.

	Position Contacted	How Often	Purpose
(a) Within organization	Banquet Manager	Daily	Administration
	Assistant Banquet Manager	Daily	Administration
	Banquet Captain	Daily	Administration
	Accounting Clerk	Daily	Administration
(b) Outside organization	City Hall - Personnel	Regular	Personnel
	City Hall - Payroll	Regular	Payroll Problems

8 SUPERVISION EXERCISED

Note and describe any supervisory duties which you exercise.

(a) Assign and check work of others doing similar work to yours. Who? NO

(b) Provide technical guidance to other staff. Who? NO

(c) Supervise a small group: assign the work to be done, the methods to be used, take responsibility for all the work of the group. NO

(d) Direct the work, practices, procedures of a major work unit. Establish the unit's priorities, control budgets and costs, work quality. NO

(e) Other (specify) NO

9 EMPLOYEES SUPERVISED

Indicate the total number of staff for whose work you are fully accountable.

	1-3	4-10	11-20	21-30	31-60	61-150	151 Plus
Full-time Employees							
Part-time Employees							

Full-time Equivalent NONE

10 PHYSICAL AND VISUAL DEMANDS

Check the appropriate level(s)

Condition	Percent of Time				
	0%	Under 20%	20-40%	40-70%	Over 70%
Few exceptional demands (e.g. typical office)				X	
Climbing, lifting, etc. eg.	X				
Heavy physical effort eg.	X				
Intense visual concentration eg.			X		

11 WORKING CONDITIONS

(a) Give examples of any unpleasant aspects, e.g. heat, cold, fumes, noise, outside work, infection, danger.

Comparable to standard office.

Minor disadvantages, e.g. overcrowded-noisy-interuptions

Major unpleasant aspects, e.g. cold or hot (improper heating & cooling)

(b) What is your scheduled work week? 9:00 to 5:00 Monday to Friday hrs.

What, if any, shift work do you have? NO

Other unusual hours? On call? NO

(c) Travel out-of-town: % time away? NO (%)

Driving vehicle: % time? NO (%)

12 CONFIDENTIALITY

Confidentiality considers the integrity and discretion necessary to safeguard confidential data handled or obtained in the normal performance of your duties. Place a check mark beside the paragraph that most appropriately describes your situation. If you feel further explanation is required or none of these categories is applicable, please comment in the space below.

If applicable, describe the impact of disclosure of confidential information in the space below.

[X] Regular work involves little or no contact with confidential data or information.

[ ] Occasional contact (i.e., monthly) with some confidential information where disclosure may have a moderately adverse internal and/or external effect.

OR:

[ ] Regular contact (i.e, daily) with substantial confidential information where disclosure would have an embarrassing, but not necessarily harmful, effect, either internally or externally.

[ ] Regular work with confidential data. Disclosure would have a harmful effect on the organization.

IMPACT/COMMENT:

HAMILTON
CONVENTION
CENTRE

APPENDIX "B"

FROM: Stephen H. Dockman, Operations Manager DATE: February 20, 1989

Hamilton Convention Centre

FOR ACTION X FOR INFORMATION ____

TO: B O A R D ____ OR CONVENTION CENTRE COMMITTEE(S) X

SUBJECT: Open Orders

RECOMMENDATION: THAT APPROVAL BE GIVEN TO USE THE ATTACHED LIST OF SUPPLIERS DURING 1989

BACKGROUND:

All the suppliers outlined in Mr. Leuser's memorandum of February 13, 1989 (attached) are regular suppliers to the Convention Centre and the total amount purchased through 1988 exceeded $10,000.

A brief commentary on each supplier is provided for your information:

Hamilton Store Fixtures

A local supplier that provides many of our operating supplies in the kitchen and banquet departments. Comparative prices are provided annually on large purchases such as glassware, china and silverware.

Meat Factory

Located in Stoney Creek, the Meat Factory provides top quality meat products and excellent service. Prices are obtained weekly and compared to other suppliers.

Grandads Donuts

A local supplier that provides donuts and muffins to the Centre. There is an annual review of prices, quality and service.

J & D Foods

A local supplier that provides fruit and vegetables. Prices are reviewed weekly and an overall review completed on an annual basis.

..... 2

Genuine Bakery Ltd.

A local bakery that provides all our dinner rolls, Kaisers, hot dog and hamburger buns. The quality has been consistently good; as well they provide excellent service. Prices, quality and service are reviewed annually.

Holiday Juice

A local supplier of juice, eggs and creamers. Excellent quality and service was provided throughout the year. Prices are checked regularly and an overall review completed on an annual basis.

Stoney Creek Poultry

Located in Stoney Creek, this firm provides a good portion of our poultry requirements. Prices are obtained when the product is required and are favourable when compared with other suppliers.

Royal Oak Dairy

A local dairy that provides milk and cream at prices less than wholesale.

Hickeson Lang

A local supplier with outlets in Toronto, London and Ottawa, that provides a full range of food products. Prices are compared monthly with Finlay Greenwood, the other major supplier.

Maypole Dairy

Located in Toronto, they are the only supplier of the popular ice cream "bombs" that are on our dessert menu.

Finlay Greenwood

A local supplier with a distribution outlet in Toronto that provides a full range of food products. Prices are compared monthly with Hickeson Lang, their major competitor.

Moccomat Beverage

Located in Mississauga, they provide coffee concentrate and the appropriate dispensing units. Moccomat coffee is served at the smaller meetings and banquets, and at events in the Wentworth Exhibition Hall.

Woodward Meats

Located in Oakville, they provide top quality meat products. Prices are obtained on a weekly basis and compared to other suppliers.

..... 3

Canadian Linen

A local supplier that provides all our uniforms on a rental basis, which includes regular cleaning. Canadian Linen were awarded the contract for a three year period. The banquet department uniforms, which were specially designed for the Convention Centre, were received in July 1986.

Prior to the expiry of the contract on June 30, 1989, we will consider whether to tender or extend the existing arrangement based on the condition of the garments at that time.

J. M. Schneider Inc.

Located in Kitchener, they are a new supplier to the Centre this year and purchases from them are expected to be extensive. They recently held their annual convention at the Centre (in January) and requested that we purchase their products for banquets.

Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bg
Attch.

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/527-7900

MEMO TO: Stephen Dockman
Operations Manager

FROM: John A. Leuser, C.A.
Director of Finance
and Administration

DATE: February 13, 1989

SUBJECT: Open Orders

Mr. Tom Bradley has requested that we obtain the HECFI Board's approval to use the following suppliers:

Supplier	Amount Spent In 1988
Hamilton Store Fixtures	$ 57,506.18
Meat Factory	104,206.64
Grandad's Donuts	10,007.56
J & D Foods	33,252.34
Genuine Bakery Ltd.	17,569.11
Holiday Juice	16,540.60
Stoney Creek Poultry	14,744.45
Royal Oak Dairy	10,944.60
Hickeson Lang	101,776.62
Maypole Dairy	11,989.50
Finlay Greenwood	69,691.04
Moccomat Beverage	17,048.48
Woodward Meats	27,764.34
Canadian Linen	17,363.14
J. M. Schneider Inc. Food Division	nil

I believe that you need to prepare a report documenting why on the basis of quality, service and price we are using these suppliers. The documentation should include the last time we obtained competitive prices (what the prices were and why we selected the above suppliers).

In respect of Canadian Linen, is there a contract expiry date which may necessitate re-tendering later or the exercise of a renewal clause? Your early attention with this matter is requested.

Thank you.

John A. Leuser

JAL:he

HAMILTON
CONVENTION
CENTRE

APPENDIX "C"

FROM: Stephen H. Dockman, Operations Manager DATE: February 20, 1989

Hamilton Convention Centre

FOR ACTION X FOR INFORMATION ____

TO: B O A R D ____ OR CONVENTION CENTRE COMMITTEE(S) X

SUBJECT: Donated Wine - National Telecare Canada Conference - Dinner, Saturday, June 3, 1989

RECOMMENDATION: THAT DONATED WINE FOR THE DINNER TO BE HELD SATURDAY, JUNE 3, 1989 FOR NATIONAL TELECARE CANADA NOT BE APPROVED

BACKGROUND:

Attached is a letter from Mr. Alex Black, Chairperson for the Conference, requesting that donated wine be served at their dinner.

While Management appreciates the efforts of the volunteers of this organization and their attempt to lower costs, we also recognize that wine sales represent approximately 10% of our food and beverage sales. The introduction of donated wine adversely affects the operating result of the Convention Centre.

Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bg
Attch.

Affiliated with Lifeline International

TELECARE

TELECARE
TELEMINISTRIES
OF CANADA, INC.

P.O. Box ~~#327~~ 156 St.
Hamilton, Ontario
L8N ~~3P8~~ 3A2

Telecare
Hamilton

(416) 525-8611

February 13th 1989

Alderman John Gallagher,
Chairman HECFI Committee
71 Main St. W.,
Hamilton, Ont.
L8N 3T4

Dear Sir;

We at Telecare Hamilton are honoured to have been chosen to host the "Eighth National Telecare Canada Conference" on June 2nd, 3rd and 4th 1989.

"Telecare Hamilton" and "Telecare Canada" are organizations completely staffed by volunteers, consequently we are attempting to keep costs to a minimum as many of our 350-400 guests at our Banquet on Saturday June 3rd will have travelled from all across Canada, with this in mind we had hoped to approach one of our local wineries to donate the wine for this occasion, only to find that the Hamilton Convention Centre rules will not allow this.

We are requesting that this restriction be waived as a reward for the 20 years of outstanding service of our volunteers.

Yours respectfully,

Alex Black

Alex Black,
Chairperson Conference '89.

Encls.

HAMILTON
CONVENTION
CENTRE

FROM: Stephen H. Dockman, Operations Manager
Hamilton Convention Centre

DATE: February 23, 1989

FOR ACTION X

FOR INFORMATION ____

TO: B O A R D ____ OR CONVENTION CENTRE COMMITTEE(S) X

SUBJECT: Donated Wine - New Democratic Party - Bob Mackenzie Dinner, Saturday, April 29, 1989

RECOMMENDATION: THAT DONATED WINE FOR THE BOB MACKENZIE DINNER TO BE HELD SATURDAY, APRIL 29, 1989, NOT BE APPROVED

BACKGROUND:

Attached is a letter from the Bob Mackenzie Dinner Committee requesting that donated wine be served at their dinner.

Although we can appreciate the efforts of this committee to reduce their costs, we feel that the reduction of these costs for the dinner should not be at the expense of the Convention Centre operating results.

Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bg
Attch.

Bob Mackenzie Dinner
April 29, 1989

February 21, 1989

Mr. Steve Dockman
Operations Manager
Hamilton Convention Centre
115 King Street W.
Hamilton, Ontario
L8P 4T9

FEB 23 1989

RE: WEBSTER ROOM
FUNDRAISING DINNER
APRIL 29, 1989
PURCHASE OF WINE BY THE HOSTING GROUP

Dear Mr. Dockman:

Hamilton East New Democrats, along with many others in the Labour movement, are planning a Dinner to recognize Bob Mackenzie , MPP Hamilton East, for his thirteen years as Labour Critic for the Ontario NDP.

The dinner will be held in the Webster Room at the Convention Centre on April 29th, 1989.

We are looking forward to a first class meal and your handling of the bar.

We are planning to provide complimentary wine on the tables of our guests, and we therefore are asking for the approval of the Board, as we were instructed.

We look forward to your response, and we appreciate the quality of service already extended to us.

Sincerely,

Lorraine Carroll

Lorraine Carroll
Secretary,
The Hamilton East
Bob Mackenzie Dinner Committee

HAMILTON
CONVENTION
CENTRE

APPENDIX "D"

REPORT TO THE HAMILTON CONVENTION CENTRE COMMITTEE
FROM THE OPERATIONS MANAGER FOR JANUARY, 1988

February 20, 1989

We are off to a tremendous start for 1989, with revenue estimated for January at $255,000, which is $25,000 over budget and well over the actual in 1988 of $129,548. January is generally a low revenue month with a previous high recorded in January 1987 of $139,065.

Future Sales for January were $446,759 which is well above our objective of $298,000 and 33.4% higher than sales of $334,915 in January 1988.

The following is a brief outline of the conventions and other major functions during the month of January.

		No. of persons attended
Conventions	J. M. Schneider Inc.	400
	Ontario Society of Veterinarians	400
Banquets	Advertising and Sales Club	345
	Distinguished Citizen of the Year Award	
	B'nai B'rith Celebrity Sports Night	1025
Other	Leeds Bridal Show	7000
	Hamilton Bridge Tournament	100
	Canadian Imperian Bank of Commerce - "C.I.B.C. - A Future Vision"	1600

Mrs. Cheryl Bogie, Events Secretary, who has been with the Convention Centre for the past five years, will be leaving the Centre to assume the position of Administrative Assistant/ Secretary in Marketing Services at Copps Coliseum. We are presently seeking a replacement.

The replacement of the carpet is basically complete with the exception of the Chedoke Hall, which will be done during the period March 9-13. There have been delays as the building has been extremely busy since mid-January.

Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bg

HAMILTON
CONVENTION
CENTRE

APPENDIX "E"

FROM: Stephen H. Dockman, Operations Manager DATE: February 20, 1989

Hamilton Convention Centre

FOR ACTION _____ FOR INFORMATION X

TO: B O A R D _____ OR CONVENTION CENTRE COMMITTEE(S) X

SUBJECT: **Disposal of Used Carpet**

RECOMMENDATION: **n/a**

BACKGROUND:

In accordance with the tender document for the supply and installation of the carpet for the Convention Centre and Hamilton Place, the contractor is responsible for the removal and disposal of any debris and surplus material, therefore the used carpet has become the property of the contractor.

After receiving several requests for used carpet, I approached Terence Webster Design Associates to make arrangements for the release of a number of rolls of carpet. Approval was subsequently given by the on-site representative from the contractor to allow people to pick up carpet. If they wanted the carpet cut into certain dimensions, there was a charge of $1.00 per square yard payable to the contractor.

Considering that the facilities are responsible to supply a waste bin and pay for the dumping fees, it is in our best interest to ensure that the carpet is removed from the building.

To ensure that there would be carpet left over for the Wentworth Exhibition Hall, I requested used carpet, preferably the loose carpet in Chedoke, and enough carpet to cover Wentworth in its entirety. The Contractor has subsequently complied with our request. There will be a charge to cut and bind the carpet, a cost which will be negotiated once we determine the work involved.

Arrangements are being made by Terence Webster Deisgn Associates to dispose of the balance of the used carpet from both facilities to local theatres and non-profit organizations.

Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bg

5.3.1 **Donated Wine : New Democratic Party**

HAMILTON
CONVENTION
CENTRE

FROM: Stephen H. Dockman, Operations Manager
Hamilton Convention Centre

DATE: March 9, 1989

FOR ACTION _____

FOR INFORMATION X

TO: B O A R D X OR _____ COMMITTEE(S) _____

SUBJECT: **Wine - New Democratic Party - Bob MacKenzie Dinner Saturday, April 29, 1989**

RECOMMENDATION: ---

BACKGROUND:

We received a written request from the Hamilton East Bob MacKenzie Dinner Committee, seeking the approval of the Board of Directors to allow them to provide complimentary wine for the 280 people attending the dinner.

This letter was subsequently forwarded to the Convention Centre Committee as a request to allow donated wine to be served. The terminology in this particular instance is misleading, as the wine will likely be purchased by the organization prior to the dinner and brought into the facility.

In light of this information, further discussion may be necessary before approval is given. The Bob MacKenzie Dinner Committee have not been given any indication that their request received committee approval, or that approval to proceed could be expected. Once approval has been given the Dinner Committee will have to apply for a "Special Occasion Permit" before the wine can be served at the Convention Centre.

To avoid any misunderstanding in the future, the source of the wine will be clearly indicated on the recommendation to the Convention Centre Committee.

Dockman

Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bg
Attch.

HAMILTON
CONVENTION
CENTRE

FROM: Stephen H. Dockman, Operations Manager
Hamilton Convention Centre

DATE: February 23, 1989

FOR ACTION X

FOR INFORMATION _____

TO: B O A R D _____ OR CONVENTION CENTRE COMMITTEE(S) X

SUBJECT: Donated Wine - New Democratic Party - Bob Mackenzie Dinner, Saturday, April 29, 1989

RECOMMENDATION: THAT DONATED WINE FOR THE BOB MACKENZIE DINNER TO BE HELD SATURDAY, APRIL 29, 1989, NOT BE APPROVED

BACKGROUND:

Attached is a letter from the Bob Mackenzie Dinner Committee requesting that donated wine be served at their dinner.

Although we can appreciate the efforts of this committee to reduce their costs, we feel that the reduction of these costs for the dinner should not be at the expense of the Convention Centre operating results.

Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bg
Attch.

Bob Mackenzie Dinner
April 29, 1989

February 21, 1989

Mr. Steve Dockman
Operations Manager
Hamilton Convention Centre
115 King Street W.
Hamilton, Ontario
L8P 4T9

FEB 23 1989

RE: WEBSTER ROOM
FUNDRAISING DINNER
APRIL 29, 1989
PURCHASE OF WINE BY THE HOSTING GROUP

Dear Mr. Dockman:

Hamilton East New Democrats, along with many others in the Labour movement, are planning a Dinner to recognize Bob Mackenzie , MPP Hamilton East, for his thirteen years as Labour Critic for the Ontario NDP.

The dinner will be held in the Webster Room at the Convention Centre on April 29th, 1989.

We are looking forward to a first class meal and your handling of the bar.

We are planning to provide complimentary wine on the tables of our guests, and we therefore are asking for the approval of the Board, as we were instructed.

We look forward to your response, and we appreciate the quality of service already extended to us.

Sincerely,

Lorraine Carroll

Lorraine Carroll
Secretary,
The Hamilton East
Bob Mackenzie Dinner Committee

5.3.2 **Hamilton Convention Centre Committee Minutes of January 27, 1989**

HAMILTON CONVENTION CENTRE COMMITTEE

REGULAR MEETING

Friday, January 27, 1989
0800 hours
Room 206, HCC

PRESENT: Mr. Norman Levitt, Chairman
Mr. Gene Kwiatowski, Vice-Chairman
Alderman Don Drury
Mrs. Mary Dow
Mrs. Alison VanDuzer

ALSO PRESENT: Alderman John Gallagher
Chairman of the Board, HECFI
Mr. Brian K. Conacher
Managing Director/CEO, HECFI
Mr. John A. Leuser
Director, Finance/Administration, HECFI
Mr. Stephen H. Dockman, Operations Manager, HCC
Mrs. B. Goddard, Secretary

Chairman's Remarks

1. Chairman's Remarks

The meeting was convened at 0800 hours and the Chairman welcomed everyone, including the new members, Mrs. VanDuzer and Alderman Drury.

Minutes of Previous Meeting

2. Minutes of previous meeting

It was MOVED by Mrs. Dow, seconded by Mr. Kwiatowski -

THAT THE MINUTES OF THE REGULAR MEETING HELD NOVEMBER 25, 1988, BE ADOPTED AS CIRCULATED TO THE MEMBERS

MOTION CARRIED

Follow-up

3. Matters arising from previous meeting

It was established that the items included were in process of being dealt with.

..... 2

Reports of Operations Manager

On the Centre for November & December/88

4. Reports of Operations Manager

4.1 On the Centre for the months of November and December, 1988

The Operations Manager presented his report as follows:-

"We have just completed another successful year at the Convention Centre with an estimated revenue for the year of $2,950,000, exceeding the budget by over $300,000.

"Revenue for the month of November was $387,959, which is an 11.2% increase over the $349,000 budget and $25,464 less than the 1987 comparative figure of $413,423. The preliminary revenue figure for December is $282,744, which compares favourably with the budget of $263,000.

"The deficit for the eleven-month period ending November 30, 1988 is $186,138 which is slightly lower than the deficit of $192,679 a year ago.

"The percentage of occupancy for 1988 was 91.8% as compared to 93.2% for 1987 and the percentage of use was 32.8% for 1988 as compared to 32.5% for 1987.

"Future sales for November were $291,543 and for December $106,572. The total for 1988 was $3,491,132, or 93.8% of our sales objective of $3,723,000.

"The following is a brief outline of the conventions and other major functions during the months of November and December.

		No. of persons attended
Conventions:	Hamilton Area Square Dancers Canadian Challenge	500
	Canadian Urban Transit Association	350
	Municipal Electric Association	200
Banquets:	Dofasco Quarter Century Club	1,030
	Big "V" Pharmacies	840
	Hamilton & District Homebuilders Association	600
	Region of Hamilton-Wentworth	-
	Engineering Week	750
	Hamilton Real Estate Board	980

..... 3

	Dofasco Retiree Christmas Luncheon	950
	Menasco Aerospace	722
Other:	Hadassah Bazaar	5,000
	Winter Festival of Friends	1,500
	Christmas Fantasy	14,000

"Mrs. Carolyn Melia joined our Sales Team in December. Prior to this position, Carolyn was the Assistant Program Supervisor of Lansdowne Park in Ottawa for three years. Margaret Mogford, Booking Co-ordinator/Secretary, resigned from the Sales Department and has since been replaced by Mrs. Silena McEwen, our Receptionist. Ms. Audrey O'Sullivan will assume the Receptionist position on February 6, 1989.

"The Kitchen Expansion is now complete, which enables us to prepare up to 2,000 meals. The replacement of the carpet is expected to be complete by the end of January. Arrangements have been made to store the additional 400 square yards of carpet at the warehouse of Terrence Webster Design Associates in Ancaster.

"The Designated Driver Program which was introduced for the Christmas Season was well received by our clientele. The program created a very positive image for the Convention Centre at a very minimal cost, as well as creating an awareness of our concern as a corporate citizen for the safety of all patrons attending functions at the Centre. We will continue to offer the program on a request basis as a service to our clients throughout the year."

One of the new members, Mrs. VanDuzer, was curious regarding the new Account Executive, and it was explained that Mrs. Melia will not be "on the road" - she will be looking after local business, but in accordance with the mandate established upwards of three years ago, she will not be able to solicit clients locally.

Alderman Drury asked about providing child care for clients, but it was pointed out by Mrs. Dow that there might be a problem with liability insurance; the Operations Manager also informed the meeting that many convenors arrange their own child-care programs. In any event, we do not get many requests for this service and it could be difficult to have a permanent child-care set-up, as it would tie up space at times it was not needed.

In answer to a query from the Chairman, the Operations Manager advised that the carpet installation was proceeding

..... 4

well, and that it was being overlooked by Mr. Keeling, with Mr. Terrence Webster being in attendance periodically. He also confirmed that there was a ten-year wear guarantee. The spare carpet was being stored under suitable conditions, free of charge, insured, and readily available when required. A certain quantity will be kept here for minor repairs required for any damage that may occur.

It was MOVED by Mr. Kwiatowski, seconded by Mrs. VanDuzer -

THAT THE REPORT OF THE OPERATIONS MANAGER ON THE CENTRE FOR THE MONTHS OF NOVEMBER AND DECEMBER 1988 BE APPROVED AND FORWARDED TO THE BOARD OF DIRECTORS Secretary

MOTION CARRIED

Attendance at ACOM Convention

4.2 On attendance by the Operations Manager and the Events Manager, HCC, at the First Annual Convention of the Association of Convention Operations Management

The Operations Manager presented his report on the above as follows:

"Ms. Robin Laking, the Events Manager, and myself attended **"ACOM '89"** in Anaheim California, January 5-7, 1989. This was the first annual convention for this association, which was formed in early 1988 to meet the needs of Convention and Event Services Managers.

"The first Convention Services Manager was hired in 1950 by the Hilton Hotel in Chicago, Illinois. Since then, Management has recognized the importance of these positions as indicated in many organizational charts, whereby this individual reports directly to the General Manager, as in our case.

"The 200 delegates in attendance represented Hotels, Convention Centres, Convention and Visitors Bureaus and Convention Service Contractors and Companies. It is indeed encouraging to see the enthusiasm which was displayed at the Annual Convention of this Association which has been strongly endorsed by the Convention and Expositions Section of the American Society of Association Executives (ASAE). With this enthusiasm the Association can only grow over the years with a potential membership of 4,000.

"This convention was an opportunity for us to interact with other professionals in our industry, as well as to attain

ideas that will help us to be more effective in our facility. There were numerous workshops to attend and a very extensive program that utilized our time to its fullest. The attached memorandum from the Events Manager clearly indicates the opportunities afforded at the convention.

"We will continue to be members of this aspiring Association and represent the Hamilton Convention Centre at its Annual Convention."

The Operations Manager pointed out that this particular organization is long overdue, and will prove a great asset to the management personnel of convention centres.

It was MOVED by Mrs. Dow, seconded by Mrs. VanDuzer -

THAT THE REPORT OF THE OPERATIONS MANAGER ON THE ATTENDANCE OF HIMSELF AND THE EVENTS MANAGER AT THE FIRST ANNUAL CONVENTION OF THE ASSOCIATION FOR CONVENTION OPERATIONS MANAGEMENT (ACOM) HELD JANUARY 5-7, 1989, BE APPROVED AND FORWARDED TO THE BOARD OF DIRECTORS Secretary

MOTION CARRIED

Corres-pondence & Comment Cards

5. Correspondence and Comment Cards

It was MOVED by Alderman Drury, seconded by Mr.Kwiatowski

THAT THE ITEMS OF CORRESPONDENCE BE RECEIVED FOR INFORMATION

MOTION CARRIED

Client Evaluations

6. Client Evaluations

Many points were discussed, for example, did every client evaluation come to the attention of the committee - it was confirmed this was the case. Mr. Kwiatowski complimented the staff on the good work they were doing, according to the comments received. Many individual members of the staff are mentioned repeatedly and it was noted that problems were almost invariably dealt with courteously. It was noted that less comments were being made on the room temperatures and staff was asked to pass this information along to the C.U.P. personnel. Mrs. Dow wished to know the reason for people being unable to get their "dates" for Christmas parties; the Operations Manager informed the meeting that immediately following the holiday season, clients are asked if they wish to confirm dates (if they are available) for the next year, and every effort is made to accommodate "regular" clients, Secretary

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but it was getting to the point where we were trying to persuade people to have their Christmas parties during the week; Wentworth was now being used more, as carpet can be provided.

Mrs. Dow also asked whether some of the more complimentary comments could be used in up-coming brochures and was informed that this was being done.

Some problems were also discussed, such as the elevators, which can create noise.

It was MOVED by Mrs. Dow, seconded by Mr. Kwiatowski -

THAT THE CLIENT EVALUATIONS BE RECEIVED FOR INFORMATION

MOTION CARRIED

Financial Reports

7. Director, Finance/Administration, HECFI

7.1 Unaudited Operating Results for the eleven-month period to November 30, 1988

This report was presented by the Director, Finance/Administration as follows:

"The Convention Centre realized for the month of November and the eleven-month period ended November 30, 1988, budgetary surpluses (deficits) of approximately $(24,679) and $261,737 respectively.

"The budgetary deficit of $24,679 for the month arose primarily due to repairs and maintenance expenditures for building account number 8340-1033 being over budget by $58,378 for the month.

"The budgetary surplus of $261,737 for the eleven-month period ended November 30, 1988 arose as a result of expenditures in total being controlled while revenue for the period exceeded budget by $300,206, or 12.7%."

It was MOVED by Mrs. VanDuzer, seconded by Mr. Kwiatowski -

THAT THE UNAUDITED OPERATING RESULTS FOR THE ELEVEN-MONTH PERIOD TO NOVEMBER 30, 1988 BE APPROVED AND FORWARDED TO THE BOARD OF DIRECTORS

Secretary

MOTION CARRIED

Information Items

8. Information items

Marketing Services Report

8.1 Marketing Services Report

The Managing Director presented this report and in reply to Alderman Drury's question regarding Olynyk, King and Duda, informed the meeting that this was the firm which worked for the Region. Mary Webb was the Manager of the Marketing Services department and worked with one co-ordinator from each of the three facilities. A contract arrangement was in effect with Norm Marshall for consulting services. The Alderman was also apprised of the large mailing of the Medical Brochure which had been produced last year. The Managing Director also pointed out, for Mrs. VanDuzer's information, that we have no facilities for producing brochures "in-house". Mary Webb co-ordinates the production of Hamilton Place's monthly calenders and has been doing this for many years, with the actual production being done by Olynyk, King and Duda.

The Chairman asked how the Annual Report had been distributed and was informed by the Managing Director that 800-1,000 had been mailed out.

The Managing Director reported that another ad has been prepared for the medical industry and this would be placed in medical publications to promote conventions coming to Hamilton.

It was moved by Alderman Drury, seconded by Mrs. Dow -

THAT THE MARKETING SERVICES REPORT FOR JANUARY 1989 BE RECEIVED FOR INFORMATION

MOTION CARRIED

Other Business

9. Other business

Extension of Security Contract

9.1 Extension of Security Contract

A brief discussion took place on the Operations Manager's recommendation and management was directed to write to the firm of Pinkertons commending Sgt. Ledger, their chief of operations at the Convention Centre, for his efficiency. Operations Manager

The object of the recommendation was to bring the contracts for all three facilities into line with one another, so that negotiations could be conducted at the same time for HECFI.

It was MOVED by Mrs. Dow, seconded by Mrs. VanDuzer -

THAT APPROVAL BE GIVEN FOR THE CONVENTION CENTRE TO EXTEND THE EXISTING CONTRACT WITH PINKERTONS OF CANADA TO NOVEMBER 30, 1989 IN ORDER TO BE CONSISTENT WITH THE CONTRACT FOR COPPS COLISEUM Secretary

MOTION CARRIED

Extension of Cleaning Contract

9.2 Extension of Cleaning Contract

The Operations Manager also recommended bringing the contract for cleaning services into line for similar reasons to those in Item 9.1. When all three contracts were due to be renewed, they would be tendered, as pointed out by Alderman Drury, who also wanted to be sure that terms of reference for all three facilities would be stipulated in the tender. The Managing Director informed the meeting that that as there was provision for renewal, this would be taken advantage of, so that eventually all three facilities could be tendered for at the same time. Director Finance/ Admin.

Alderman Drury asked the Director, Finance/Administration, to provide an overview for the three facilities when the time came for tendering, so that we would get the best deal possible for what would be a larger contract. Director Finance/ Admin.

It was MOVED by Mr. Kwiatowski, seconded by Mrs. Dow -

THAT APPROVAL BE GIVEN FOR THE CONVENTION CENTRE TO EXTEND THE EXISTING CONTRACT WITH WHITE STAR CLEANING TO DECEMBER 31, 1989 IN ORDER TO BE CONSISTENT WITH THE OTHER TWO HECFI FACILITIES Secretary

MOTION CARRIED

Extension of Lighting Mtce.Cont.

9.3 Extension of Maintenance of Lighting Contract

Consistency was again being sought here, and it was recommended the Centre's option to renew should be exercised. The Operations Manager informed the meeting that Burl-Oak Lighting and Sign Co. send in personnel each week to check through the building and do any work that is required.

It was MOVED by Mrs. Dow, seconded by Mr. Kwiatowski -

THAT APPROVAL BE GIVEN FOR THE CONVENTION CENTRE TO EXTEND THE EXISTING CONTRACT WITH BURL-OAK LIGHTING AND SIGN CO. TO NOVEMBER 30, 1989 IN ORDER TO BE CONSISTENT WITH THE CONTRACT FOR HAMILTON PLACE Secretary

MOTION CARRIED

Purchase of Lift Truck

10. New business

10.1 Purchase of "Walkie" Lift Truck

The Operations Manager, in presenting his recommendation, pointed out that the new lift truck would be similar to the one we already have, with a few modifications, such as the 78" envelope fork, which would cost $358.04. The present lift truck is used extensively and is on its "last legs". The estimate for repairs, obtained last November, was approximately $2,000 with no guarantee. The trade-in allowance would be approximately $2,000. It was agreed that nothing is worse than broken-down equipment and following further discussion, it was MOVED by Mrs. Dow, seconded by Mr. Kwiatowski -

THAT APPROVAL BE GIVEN TO PURCHASE A WALKIE LIFT TRUCK WITH AN OPTIONAL 78" ENVELOPE FORK FROM BLUE GIANT EQUIPMENT OF CANADA FOR THE TOTAL COST INCLUDING PROVINCIAL SALES TAX, OF $12,695.44, AND THAT THE HECFI EXECUTIVE COMMITTEE BE REQUESTED TO RECOMMEND THE METHOD OF FINANCING THE PURCHASE Secretary

MOTION CARRIED

Motion to Move In Camera

11. Motion to Move In Camera

It was MOVED by Alderman Drury, seconded by Mrs. VanDuzer -

THAT THE IN CAMERA SESSION BE CONVENED

MOTION CARRIED

Motions Carried In Camera

12. Motions carried during In Camera Session

THAT THE SALES DEPARTMENT REPORTS FOR THE MONTHS OF NOVEMBER AND DECEMBER 1988 BE APPROVED AND RECEIVED FOR INFORMATION

THAT THE MONTHLY OVERVIEWS FOR NOVEMBER AND DECEMBER 1988 BE APPROVED AND RECEIVED FOR INFORMATION

THAT THE MONTHLY EVENT REVENUE REPORT FOR THE ELEVEN-MONTH PERIOD TO NOVEMBER 30, 1988 BE APPROVED AND RECEIVED FOR INFORMATION

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THAT THE STATISTICAL INFORMATION REPORTS ON EVENTS FOR THE ELEVEN-MONTH PERIOD TO NOVEMBER 30, 1988 BE APPROVED AND RECEIVED FOR INFORMATION

Date of Next Meeting

13. Date of next meeting

It was agreed that the next meeting would be held at 8:00 o'clock a.m. on Friday, February 24, 1989.

Secretary

Adjournment

14. Motion for Adjournment

It was MOVED by Mrs. Dow, seconded by Mr. Kwiatowski -

THAT THE MEETING BE ADJOURNED AT 0945 HOURS

MOTION CARRIED

Taken as read and approved,

M. Dow for
Norman Levitt
Hamilton Convention Centre Committee

B. Goddard.

B. Goddard
Secretary

Attachment 5.4

5.4 **Hamilton Place Theatre Committee Second Report**

HAMILTON
PLACE
THEATRE

Box 2080, Station A
Hamilton, Ontario
Canada L8N 3Y7
Tel. 416 525-3100

February 28, 1989

REPORT TO THE HECFI BOARD OF DIRECTORS
FROM THE HAMILTON PLACE COMMITTEE MEETING
OF FEBRUARY 23, 1989

The Hamilton Place Committee presents its SECOND report for 1989 and recommends the following:

1. That a further $3,958.75 be allocated to the re-roofing of Hamilton Place from account number 0408 K8255.

The following items are submitted for information:

1. Director, Hamilton Place - Report

   Mr. Burrows reported that CHCH TV continues to support Hamilton Place programming through the donation of advertising equal in value to the amount that is purchased by Hamilton Place. They are going to sponsor the Shanghai Ballet.

2. Special Meeting Re Hamilton Place Activity

   At the call of the Chairman an additional meeting of the Hamilton Place Committee will be convened to consider policies and recommendations to be included in a report, Hamilton Place: Activity Levels and Programming, which will be submitted to the HECFI Board of Directors.

3. Marketing Services Report, February 1989

   The Marketing Services Report for February 1988 was received for information.

4. Assistant Director, Hamilton Place - Report

   The report of the Assistant Director of Hamilton Place was received for information.

5. Director of Finance & Administration - Report for the Year Ended December 31, 1988

   The report of the Director of Finance and Administration for the year ended December 31, 1988 was received for information.

W. McCulloch, Chairman M. Atwood, Secretary

HAMILTON
PLACE
THEATRE

Box 2080, Station A
Hamilton, Ontario
Canada L8N 3Y7
Tel. 416/525-3100

FROM: Thomas B. Burrows
Director, Hamilton Place

DATE: February 28, 1989

FOR: ACTION X INFORMATION X

TO: BOARD X COMMITTEE _____

SUBJECT: Hamilton Place Roof Replacement

RECOMMENDATION:

That a further $3.958.75 be allocated to the re-roofing of Hamilton Place from account number 0408 K8255.

BACKGROUND:

The $3,958.75 cost of moving Schreiber Brothers equipment from MacNab Street to Main Street in December was reported to the HECFI Board at their meeting on January 13th. Formal approval is now needed for this amount.

MEMORANDUM

February 21, 1989

TO: Tom Burrows

FROM: Robert Ellison

SUBJECT: Assistant Director's Report #1

1. Audience Development - School Programming

Our audiences of the future continue to develop at an encouragingly rapid rate. The exposure of students to French and English theatre, puppets, magic and music will ensure that they will develop a momentum for attending Hamilton Place productions. School programming now takes a breather with the opening of the next Theatre Aquarius production. Following their next show, we will round out the 1988/89 season with French theatre along with virtually SOLD OUT performances by storyteller Helen Carmichael Porter and finishing with the Hamilton Children's Choir production of THE PIED PIPER OF HAMELIN and THE WALRUS AND THE CARPENTER.

2. Roof Replacement

The $3,958.75 cost of moving Schreiber Brothers equipment from MacNab Street to Main Street in December was reported to the H.E.C.F.I. Board at their meeting on January 13th. Formal approval is now needed for this amount. Accordingly, I would like to make the

Recommendation

THAT a further $3,958.75 be allocated to the re-roofing of Hamilton Place from account number 0408 K8255.

There is now an estimated ten working days left to the completion of the roof.

3. Carpet Replacement

The laying of the new carpet is expected to be completed by the first week of March.

4. Marquee

This project is now awaiting further direction by the Hamilton Place Committee.

Assistant Director's Report #1 cont'd....

5. Banner Replacement

As reported previously, the mechanical system that supports the Great Hall banners has become unsafe and must be replaced. The acoustical banners as the primary element/device for properly tuning the Great Hall for acoustical performances (i.e. Hamilton Philharmonic Orchestra and Bach-Elgar Choir) must function as designed. Consultants have advised that the mechanical rigging must be replaced. Presently they constitute a safety hazard to technicians and audience.

Specifications for the replacement of the Great Hall banners will now go to the City's Purchasing Department for a Tender Call to be issued.

This project has been included in the 1989 Capital Budget in the amount of $120,000.

5.4.1 **Hamilton Place Theatre Committee Minutes of January 26, 1989**

HAMILTON PLACE COMMITTEE
JANUARY 26, 1989

REGULAR SESSION

PRESENT: Alderman W. McCulloch, Chairman
Alderman H. Merling, Vice Chairman
Alderman J. Gallagher
Mr. F. DeNardis
Mrs. M. Dow
Mr. W. Tidball
Alderman T. Jackson

ALSO PRESENT: Mr. B. Conacher
Mr. J. Leuser
Mr. T. Burrows
Mr. R. Ellison
Ms. M. Atwood

1. **CHAIRMAN'S REMARKS**

Alderman McCulloch called the meeting to order at 9:50 a.m.

1.1 **REPORT OF THE IN CAMERA MEETING**

- THAT THE IN CAMERA SESSION OF THE HAMILTON PLACE COMMITTEE BE CONVENED AT 8:40 A.M.

- THAT THE IN CAMERA MINUTES OF NOVEMBER 24, 1988 BE APPROVED AS CIRCULATED.

- THAT THE REPORT OF THE ASSISTANT DIRECTOR OF HAMILTON PLACE BE RECEIVED FOR INFORMATION AND THAT THE HAMILTON PLACE COMMITTEE RECOMMEND TO THE BOARD OF DIRECTORS THAT THE CLAIM AGAINST RUFFELL CONSTRUCTION SHOULD BE WITHDRAWN.

- THAT THE REPORT ON NEW FACES CABARET BE RECEIVED FOR INFORMATION.

- THAT THE HAMILTON PLACE COMMITTEE IS IN SUPPORT OF THE JOINT ADVERTISING CAMPAIGN PROMOTING BOTH HAMILTON PLACE AND COPPS COLISEUM.

- THAT THE IN CAMERA SESSION OF THE HAMILTON PLACE COMMITTEE BE ADJOURNED AT 9:45 A.M.

2. **MINUTES OF NOVEMBER 24, 1988**

MOVED by Alderman Jackson, seconded by Mrs. Dow

THAT THE MINUTES OF NOVEMBER 24, 1988 BE APPROVED AS CIRCULATED.

MOTION CARRIED.

3. **BUSINESS ARISING FROM THE MINUTES**

Nil.

4. **DIRECTOR, HAMILTON PLACE - REPORT**

Covered in the In Camera session.

4.1 **FACILITY MARKETING**

Included in the Marketing Services Report, Item 5.

4.2 **SPECIAL MEETING RE HAMILTON PLACE ACTIVITY**

MOVED by Mr. tidball, seconded by Alderman Jackson

THAT THE DATE FOR A SPECIAL MEETING REGARDING HAMILTON PLACE ACTIVITY SHOULD BE SET BY THE CHAIRMAN IN CONSULTATION WITH MR. BURROWS AND MR. SAM CINO.

MOTION CARRIED.

5 **MARKETING SERVICES REPORT, JANUARY 1989**

MOVED by Alderman Merling, seconded by Mrs. Dow

THAT THE MARKETING SERVICES REPORT FOR JANUARY 1988 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

6. **ASSISTANT DIRECTOR, HAMILTON PLACE - REPORT**

MOVED by Mrs. Dow, seconded by Alderman Jackson

THAT THE REPORT OF THE ASSISTANT DIRECTOR OF HAMILTON PLACE BE RECEIVED FOR INFORMATION, AND THAT THE HAMILTON PLACE COMMITTEE RECOMMEND TO THE BOARD OF DIRECTORS THAT HAMILTON PLACE RETAIN WHITE STAR CLEANING SERVICES LIMITED AT A RATE OF $6.75 PER HOUR FOR 1989, WHICH WILL BE FINANCED THROUGH ACCOUNT NUMBER HE 56362 82021.

MOTION CARRIED.

7. **DIRECTOR OF FINANCE & ADMINISTRATION - REPORT FOR NOVEMBER 1988**

MOVED by Alderman Jackson, seconded by Alderman Merling

THAT THE REPORT OF THE DIRECTOR OF FINANCE & ADMINISTRATION BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

8. **NEW BUSINESS**

Nil.

9. **OTHER BUSINESS**

Nil.

10. **CORRESPONDENCE**

Letters from Hamilton Place patrons who had been given complimentary tickets to Aladdin in response to complaints about the USA Ballet were circulated.

11. **DATE OF NEXT MEETING**

The next meeting of the Hamilton Place COmmittee will take place on Thursday, February 23 at 8:30 a.m.

12. **ADJOURNMENT**

MOVED by Alderman Jackson, seconded by Mrs. Dow

THAT THE REGULAR SESSION OF THE HAMILTON PLACE COMMITTEE BE ADJOURNED AT 10:30 A.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED

Alderman W. McCulloch, Chairman Marsha Atwood, Secretary

Hamilton Entertainment and Convention Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

Friday, April 21, 1989
8:00 A.M.
Hamilton Convention Centre
Room 314

Revised
REGULAR AGENDA

1. **Chairman's Remarks**

2. **Correspondence**

3. **Minutes of March 17, 1989** — Attachment 3

   3.1 Errors or Omissions
   3.2 Motion to Approve

4. **Business Arising From the Minutes**

5. **Committee Reports/Minutes**

5.1	Executive Committee Fourth Report	Attachment 5.1
5.1.1	Executive Committee Minutes of March 8, 1989	Attachment 5.1.1
5.2	Copps Coliseum Committee Third Report	Attachment 5.2
5.2.1	Copps Coliseum Committee Minutes of February 22, 1989	Attachment 5.2.1
5.3	Hamilton Convention Centre Committee Third Report	Attachment 5.3
5.3.1	Hamilton Convention Centre Committee Minutes of February 24, 1989	Attachment 5.3.1

5.4	Hamilton Place Theatre Committee Third Report	Attachment 5.4
5.4.1	Hamilton Place Theatre Committee Minutes of February 23, 1989	Attachment 5.4.1
5.5	Special Audit Committee First Report	Attachment 5.5

6. **New Business**

7. **Other Business**

8. **Date of Next Meeting**

   Friday, May 19, 1989
   8:00 A.M.
   Hamilton Convention Centre
   Room 314

9. **Adjournment**

Patricia Bennett
Secretary to the Board of Directors
April 14, 1989

Unfinished Business

1. Trade Centre Arena Foundation - Possible Amalgamation with Hamilton Place Foundation

Attachment 3

3. Minutes of March 17, 1989

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, March 17, 1989
8:00 A.M.
HAMILTON CONVENTION CENTRE
Room 314

REGULAR MINUTES

PRESENT:
Alderman J. Gallagher, Chairman
Alderman D. Agostino, Second Vice-Chairman
Alderman T. Murray
Alderman W. McCulloch
Alderman H. Merling
Alderman T. Jackson
Alderman D. Drury
Mr. T. Casey
Mrs. M. Dow
Mr. F. DeNardis
Mr. G. Kwiatowski
Mr. W. Tidball
Ms. A. VanDuzer
Mr. P. Cowell

ALSO PRESENT:
Mr. T. Burrows
Mr. J. Crane
Mr. J. Leuser
Mr. S. Dockman

REGRETS:
Mayor R. Morrow
Mr. W. McFarland
Mr. N. Levitt

MEDIA:
John Burns, CHML
Jane Coutts, The Spectator
Donna Skelly, CHCH
Bill Duncan, CHCH
Kathy Hyde, CKOC

1. Chairman's Remarks

Alderman Gallagher welcomed everyone to the meeting which convened at 8:10 a.m.

Following review of the agendas it was agreed that item 4.2.1 of the In-Camera Agenda, Ontario Liberal Party Convention : Ontario Teachers' Federation, would be discussed in conjunction with item 5.2- Copps Coliseum Committee Second Report.

2. Correspondence

Nil

3. Minutes of February 17, 1989

3.1 Errors or Omissions

It was noted that item 5.1 - Special Audit Committee : Election of Members was inaccurate and should be corrected to read that **Mr. William Tidball was appointed as the Chairman of the Committee.**

As well, item 10 - Date of Next Meeting to be corrected to read **Friday, March 17, 1989.**

MOVED by Mr. Tidball, seconded by Alderman Murray that

THE MINUTES OF FEBRUARY 17, 1989 BE APPROVED AS AMENDED.

MOTION CARRIED.

4. Business Arising From the Minutes

Nil

5. Committee Reports/Minutes

5.1 Executive Committee Third Report

MOVED by Mr. Kwiatowski, seconded by Mr. DeNardis that

THE EXECUTIVE COMMITTEE THIRD REPORT BE APPROVED AND THE FOLLOWING MOTIONS ENDORSED:

THAT THE CITY'S COORDINATING COMMITTEE BE REQUESTED TO RECOMMEND TO CITY COUNCIL - (A) AN INCREASE OF $4,000. (FROM $349,000. TO $353,000.) IN THE APPROVED TOTAL COST OF THE CAPITAL PROJECT, "REPAIR OF THE HAMILTON PLACE ROOF"; and (B) THE METHOD OF FINANCING.

THAT IN THE ABSENCE OF A MANAGING DIRECTOR/CEO THAT THE DIRECTOR OF FINANCE AND ADMINISTRATION BE AUTHORIZED AS THE INTERIM SIGNING AUTHORITY IN LIEU OF THE MANAGING DIRECTOR/CEO. IN THE ABSENCE OF THE DIRECTOR OF FINANCE AND ADMINISTRATION, THAT EITHER THE DIRECTOR OF HAMILTON PLACE THEATRE OR THE DIRECTOR OF COPPS COLISEUM BE AUTHORIZED AS THE INTERIM SIGNING AUTHORITY IN LIEU OF THE MANAGING DIRECTOR/CEO; and

THAT IN THE ABSENCE OF A DIRECTOR OF THE HAMILTON CONVENTION CENTRE, MR. STEVE DOCKMAN, OPERATIONS MANAGER, BE AUTHORIZED AS THE INTERIM SIGNING AUTHORITY IN LIEU OF THE DIRECTOR OF THE HAMILTON CONVENTION CENTRE. IN THE ABSENCE OF MR. STEVE DOCKMAN, THAT THE DIRECTOR OF FINANCE AND ADMINISTRATION BE AUTHORIZED AS THE INTERIM SIGNING AUTHORITY IN LIEU OF THE DIRECTOR OF THE HAMILTON CONVENTION CENTRE.

THAT THE TOTAL AMOUNT OF $29,400. TO BE CONTRIBUTED BY HECFI FOR LEASEHOLD IMPROVEMENTS/TENANT ALLOWANCES ASSOCIATED WITH THE CONSTRUCTION OF O.H.L. JUNIOR "A" TEAM OFFICES IN THE RETAIL/MALL AREA OF COPPS COLISEUM BE FINANCED FROM ACCOUNT NUMBER CF5698-928341011, CONSTRUCT RETAIL SPACE-COMMON AREAS.

THAT THE RENTAL IN THE AMOUNT OF $13,925. FOR THE USE OF THE CONVENTION CENTRE BY THE ONTARIO LIBERAL PARTY DURING THE PERIOD MARCH 31 - APRIL 2, 1989 BE FINANCED BY THE HECFI SPECIAL EVENTS SUBSIDY FUND.

MOTION CARRIED.

The following items were received for information:

(i) Director of Finance & Administration's Report;
(ii) Marketing Services Report;
(iii) Consolidated Unaudited Operating Results for the Year Ended December 31, 1988 for HECFI and CUP;
(iv) Committee Reports from the Copps Coliseum Committee; Hamilton Place Committee and the Hamilton Convention Centre Committee;
(v) The Operations Manager of the Hamilton Convention Centre was requested to prepare an additional report relative to Donated Wine - Federal New Democratic Party which outlines the concerns of the HECFI Executive Committee.

5.1.1 Executive Committee Minutes of February 8, 1989

MOVED by Alderman Murray, seconded by Mr. Cowell that

THE EXECUTIVE COMMITTEE MINUTES OF FEBRUARY 8, 1989 BE RECEIVED.

MOTION CARRIED.

5.2 Copps Coliseum Committee Second Report

Discussion of the Ontario Teachers' Federation request to licence the use of Copps Coliseum April 1, 1989 was initiated by Alderman Murray who moved to have the issue reconsidered. Alderman Murray read the March 13th correspondence from Ms. Margaret Wilson, Secretary-Treasurer of the Ontario Teachers' Federation, which outlined the Federation's objections to the Copps Coliseum and Executive Committees' decision not to rent Copps Coliseum April 1. Also received was a letter from Mr. David Wilson, President of the Hamilton and District Labour Council which requested "...that the decision not to rent the coliseum be reconsidered as soon as possible...". It was clarified during discussion that although this issue had not been reviewed by the full Board,

following the joint meeting of the Copps Coliseum and Executive Committees that the Director of Copps Coliseum was directed to inform the Teachers' Federation that unless they could provide a letter from the Liberal Party indicating its acceptance of the Teachers' intent to march, then Copps Coliseum could not be leased to them. Mr. Crane complied with the instructions; no further communication took place with the Teachers' Federation. It was clarified that it was the Teachers' Federation that took the issue to the media. The consensus of the lengthy discussion was that freedom of expression and/or the right to assemble cannot be denied under these circumstances; that political affiliations must not interfere with decisions made by the Board or its Standing Committees; that the issue should have been presented to the full Board for decision. It was

MOVED by Alderman Merling, seconded by Alderman Agostino that

THE ONTARIO TEACHERS' FEDERATION BE PERMITTED TO LICENCE THE USE OF COPPS COLISEUM ON APRIL 1, 1989.

MOTION CARRIED.

MOVED by Alderman Murray, seconded by Mr. DeNardis that

THE COPPS COLISEUM COMMITTEE SECOND REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATION ENDORSED:

> **THAT THE OPTION TO RENEW THE EXISTING CONTRACT FOR ELECTRICAL MAINTENANCE SERVICES PERTAINING TO HVAC EQUIPMENT LOCATED IN FACILITIES SERVICED BY THE C.U.P. FOR AN ADDITIONAL TWELVE (12) MONTH PERIOD ENDING 1989 DECEMBER 31 BE EXERCISED BY THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. IN FAVOUR OF CIPOLLA'S SERVICES LTD.**

MOTION CARRIED.

The following items were received for information:

(i) Status Report on Confirmed Events/Performances at Copps Coliseum;
(ii) Marketing Services Report;
(iii) Consolidated Unaudited Operating Results for HECFI for the year Ended December 31, 1988;
(iv) Unaudited Operating Results for the CUP for the year Ended December 31, 1988;
(v) Comment Cards.

5.2.1 Copps Coliseum Committee Minutes of January 25, 1988

MOVED by Alderman Murray, seconded by Mr. Kwiatowski that

THE COPPS COLISEUM COMMITTEE MINUTES OF JANUARY 25, 1989 BE RECEIVED.

MOTION CARRIED.

5.3 Hamilton Convention Centre Committee Second Report

MOVED by Mr. Tidball, seconded by Mrs. Dow that

THE HAMILTON CONVENTION CENTRE COMMITTEE SECOND REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

> **THAT APPROVAL BE GIVEN TO HIRE A FULL-TIME BANQUET PERSONNEL COORDINATOR COMMENCING APRIL 1, 1989 AT THE 1988 LEVEL 5 SALARY OF $17,171.44.**
>
> **THAT APPROVAL BE GIVEN TO USE THE SUPPLIERS LISTED IN A RECOMMENDATION OF THE OPERATIONS MANAGER, HCC, DATED FEBRUARY 20, 1989.**
>
> **THAT THE APPLICATION FROM NATIONAL TELECARE CANADA FOR DONATED WINE TO BE SERVED AT THEIR DINNER SATURDAY, JUNE 3, 1989 BE APPROVED.**

THAT THE APPLICATION FROM THE FEDERAL NEW DEMOCRATIC PARTY FOR DONATED WINE TO BE SERVED AT THE BOB MACKENZIE DINNER TO BE HELD SATURDAY, APRIL 29, 1989 BE APPROVED.

Note: The Committee agreed that a limit of two bottles per table of ten be allowed and that all other liquor consumed at these functions would be handled by the Convention Centre and paid for by the applicants concerned.

MOTION CARRIED.

The following items were received for information:

(i) Unaudited Operating Results for the Year Ended December 31, 1989;
(ii) Report of the Operations Manager for the Month of January 1989;
(iii) Report in Respect of the Disposal of Used Carpet;
(iv) Comment Cards and Correspondence;
(v) Client Evaluations;
(vi) Marketing Services Report.

5.3.1 Donated Wine : New Democratic Party

The Operations Manager's March 9th report in respect of Donated Wine was reviewed. During discussion it was clarified that "donated" indicated that the wine is being donated by the manufacturer. If the wine is purchased by an individual or company from the manufacturer with the intent of providing it at a function, it cannot be considered as donated wine.

It was reported that the Hamilton Convention Centre committee is currently reviewing the policy; an analysis of the competitions' practices will be taken into consideration.

MOVED by Mr. Kwiatowski, seconded by Alderman Agostino that

THE MARCH 9TH REPORT FROM THE OPERATIONS MANAGER OF THE HAMILTON CONVENTION CENTRE IN RESPECT OF DONATED WINE BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.3.2 Hamilton Convention Centre Committee Minutes of January 27, 1989

MOVED by Alderman McCulloch, seconded by Alderman Murray that

THE HAMILTON CONVENTION CENTRE COMMITTEE MINUTES OF JANUARY 27, 1989 BE RECEIVED.

MOTION CARRIED.

5.4 Hamilton Place Theatre Committee Second Report

MOVED by Alderman McCulloch, seconded by Mrs. Dow that

THE HAMILTON PLACE COMMITTEE SECOND REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATION ENDORSED:

> **THAT A FURTHER $3,958.75. BE ALLOCATED TO THE REROOFING OF HAMILTON PLACE FROM ACCOUNT NUMBER 0408 K8255.**

MOTION CARRIED.

The following items were received for information:

(i) The Director presented a verbal report in respect of CHCH TV's continued advertising support;

(ii) An additional special meeting of the Hamilton Place Committee will be convened at the call of the Chairman to consider policies and recommendations to be included in a report regarding the Theatre's activity levels and programming;

(iii) Marketing Services Report for February 1989;
(iv) Report from the Assistant Director;
(v) Report from the Director of Finance & Administration.

The Chairman of the Committee, Alderman McCulloch, reported that the Committee will proceed with the new marquee project; the Assistant Director has been instructed to develop the Proposal Call, in conjunction with the City's Purchasing Agent.

5.4.1 Hamilton Place Theatre Committee Minutes of January 26, 1989

MOVED by Alderman McCulloch, seconded by Alderman Murray that

THE HAMILTON PLACE THEATRE COMMITTEE MINUTES OF JANUARY 26, 1989 BE RECEIVED.

MOTION CARRIED.

6. New Business

7. Other Business

7.1 Los Angeles Kings

Board Members noted that a recent Spectator article stated that Mr. Ballard was opposed to the LA Kings' training camp being located at Copps Coliseum. Mr. Crane reported that he has received notification this week from Mr. Roy A. Mlakar, Executive Vice-President of the LA Kings, that the training camp will not be moving to Copps Coliseum; the camp will be held in Hull, Quebec.

8. In-Camera Motions

The following motions were carried during the In-Camera Session:

THAT THE IN-CAMERA SESSION BE CONVENED (9:55 A.M.).

THAT THE IN-CAMERA MINUTES OF FEBRUARY 17, 1989 BE APPROVED.

THAT THE EXECUTIVE COMMITTEE IN-CAMERA REPORT OF MARCH 8, 1989 BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT FOR PURPOSES OF PAY EQUITY, HECFI BE RECOGNIZED AS THE EMPLOYER; and THAT THE DIRECTOR OF FINANCE AND ADMINISTRATION REPORT BACK TO THE EXECUTIVE COMMITTEE AT ITS NEXT MEETING ON THE EXTENT OF ASSISTANCE REQUIRED OF AN OUTSIDE CONSULTANT.

THAT OVERDRAFTS WHICH WILL RESULT IN THE MARKETING SERVICES CORPORATE OPERATING BUDGET AS A RESULT OF DECISIONS TO (i) HIRE A DIRECTOR OF MARKETING; and (ii) EXPAND THE EXISTING CONTRACT WITH NORM MARSHALL ASSOCIATES LIMITED FOR A THREE MONTH PERIOD BE FINANCED FROM SAVINGS REALIZED IN THE VACANCIES OF THE POSITIONS OF THE MANAGING DIRECTOR/CEO AND THE DIRRECTOR OF THE HAMILTON CONVENTION CENTRE.

THAT UP TO TWO TABLES BE PURCHASED TO THE CANADIAN FOOTBALL HALL OF FAME INDUCTION DINNER AND THE GALLERY OF DISTINCTION DINNER FOR HECFI AND THAT TICKETS BE MADE AVAILABLE INITIALLY TO HECFI BOARD MEMBERS, ONE GUEST PER BOARD MEMBER ON A PAID BASIS, AND THEN FOLLOWED BY SENIOR HECFI PERSONNEL.

THAT THE REMAINING THREE MONTHS (APRIL 1, 1989 TO JUNE 30, 1989) OF THE PRESENT CONTRACT WITH NORM MARSHALL ASSOCIATES LIMITED FOR THE SERVICES OF MR. NORM MARSHALL BE EXPANDED TO INCLUDE SERVICES IN THE AREA OF:

(i) to review the current status of Marketing at the three facilities and develop a centralized Marketing Plan for HECFI in consultation with the three Facility Directors;

(ii) to assist in the selection of a full-time Director of Marketing;

(iii) to be available for special consultation on a day to day basis regarding marketing functions; and

THAT THE PRESENT CONSIDERATION FOR SERVICES RENDERED BE INCREASED FROM $800. PER MONTH TO $2,750. PER MONTH ON AN ALL-INCLUSIVE FEE BASIS ALONG WITH THE REIMBURSEMENT OF PROPERLY AUTHORIZED AND DOCUMENTED BUSINESS EXPENSES RELATED TO WORK PERFORMED ON BEHALF OF HECFI.

ITEM #4 Draft Advertisement for Three Senior Positions BE DELETED FROM THE RECOMMENDATION SECTION OF THE REPORT AND MOVED TO THE INFORMATION SECTION, ITEM #5.

THE PROPOSED DRAFT ADVERTISEMENT (VERSION B) FOR THE THREE SENIOR POSITIONS BE APPROVED AS AMENDED.

THE EXECUTIVE COMMITTEE IN-CAMERA MINUTES OF FEBRUARY 8, 1989 BE RECEIVED.

THE COPPS COLISEUM COMMITTEE IN-CAMERA REPORT OF FEBRUARY 22, 1989 BE APPROVED.

THE COPPS COLISEUM COMMITTEE IN-CAMERA MINUTES OF JANUARY 25, 1989 BE RECEIVED.

THAT THE HAMILTON CONVENTION CENTRE COMMITTEE IN-CAMERA REPORT OF FEBRUARY 24, 1989 BE APPROVED.

THAT THE HAMILTON CONVENTION CENTRE COMMITTEE IN-CAMERA MINUTES OF JANUARY 27, 1989 BE RECEIVED.

THAT THE HAMILTON PLACE COMMITTEE IN-CAMERA REPORT OF FEBRUARY 23, 1989 BE APPROVED.

THAT THE HAMILTON PLACE THEATRE COMMITTEE IN-CAMERA MINUTES OF JANURY 26, 1989 BE RECEIVED.

THE IN-CAMERA SESSION ADJOURN (11:05 A.M.)

9. Date of Next Meeting

Friday, April 21, 1989
8:00 A.M.
Hamilton Convention Centre
Room 314

10. Adjournment

MOVED by Mrs. Dow, seconded by Mr. DeNardis that

THE REGULAR SESSION ADJOURN AT 9:40 A.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED

Alderman J. Gallagher, Chairman

Patricia Bennett, Secretary

Attachment 5.1

5.1 Executive Committee Fourth Report

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

REPORT TO THE HECFI BOARD OF DIRECTORS
OF THE HECFI EXECUTIVE COMMITTEE
MEETING OF APRIL 12, 1989

The HECFI Executive Committee presents its **FOURTH** Report and respectfully recommends:

1. Ad Insertions Scheduled for Successful Meetings Publications

That the Hamilton Convention Centre purchase of a one page colour advertisement in the June issue of the Successful Meetings Publication in the amount of approximately $14,000 in Canadian Funds be proceeded with;

That the Fax number for the Hamilton Convention Centre be displayed in the advertisement; and

That management provide the HECFI Executive Committee with a copy of the Publication and particulars regarding circulation/distribution of same in order to determine whether an ad should be placed in the December issue.

Note: This ad is provided for in the 1989 operating budget. The June issue will be a special edition on Canadian Covention Cities. Background information is attached as **Schedule "A".**
Opposed: Mr. N. Levitt

2. Ad Insertions in Toronto Star

That approval be given to insert up to three half page advertisements in the Toronto Star in 1989, each not to exceed $17,000, to attract ticket sales and create market awareness in the area east of Burlington to Toronto of events happening at Copps Coliseum and Hamilton Place Theatre.

Note: These ads are provided for in the 1989 operating budget. Board approval is required since our purchasing policy dictates that expenditures exceeding $10,000 require Board approval. Background is attached as **Schedule "B".**

3. Method of Financing for Change Orders No. One and Two, Installation of Chiller, Comstock Canada

That Change Orders No. One (1) and Two (2) to be issued to Comstock Canada in the total amount of $1,430 in connection with the installation of the new chiller for City Hall be financed from account number CF5698-928241012, Install New Chiller, City Hall.

Note: For the information of the Members of the Board, the Copps Coliseum Committee, at its meeting on March 22, 1989, approved as additions to the total contract with Comstock Canada Change Orders No. One (1) and Two (2) totalling $1,430 and requested that the HECFI Executive Committee recommend the method of financing.

4. Great Hall Banners - Approval to Proceed and Method of Financing

That the City Co-ordinating Committee be requested to recommend to City Council:

(a) That the provision for the replacement of the Great Hall Banners and their mechanical system in the Hamilton Place Theatre in the amount of $120,000 in the 1989 portion of the 1989-1993 Capital Budget be increased by $10,000 to $130,000;

(b) Approval to proceed with the capital project to replace the Great Hall Banners and their mechanical system; and

(c) The method of financing.

Note: It is suggested that the project be financed from HECFI's Reserve for Capital Projects. Background is attached as **Schedule "C"**.

5. 1991 World Junior Hockey Championships

That the Hamilton Entertainment and Convention Facilities Inc. bid to host the 1991 World Junior Hockey Championships;

That $20,000 be approved to fund the preparation and implementation of the bid presentation and reception for the Site Selection Committee in June of 1989; and

That the Director of Copps Coliseum be directed to prepare the bid presentation in conjunction with the Marketing Services Department of HECFI, our ad hoc public relations and promotion agency, the Regional Economic and Development Department and the Hamilton Convention Centre sales personnel.

Note: Background is attached as **Schedule "D"**.

6. Approval of 1988 Audit Fee

That the remaining balance outstanding of $12,450 of the total audit fee of $15,450 for 1988 be recommended to the HECFI Board for payment.

Note: In accordance with the audit proposal call in 1985 which was approved by City Council in 1986, the 1988 fee for audit services is fixed at $15,450 which is 3% over the 1987 fee of $15,000. Background is attached as **Schedule "E"**.

7. Selection Process for the Position of Managing Director/CEO

a) That a Screening Committee comprised of Mr. Lou Sage, City Chief Administrative Officer (C.A.O.), Ms. Cheryl Lowe, Commissioner of Human Resources, and Mr. Webb McFarland, Vice-Chairman of the HECFI Executive Committee, be appointed to:

(i) review all applications/resumes for the position of Managing Director/CEO;
(ii) liaise with the Chairman of the Board during the process; and
(iii) develop, through interviews, etc., an appropriate short list of candidates to be interviewed by the Selection Committee.

b) That the Selection Committee be comprised of all members of the HECFI Executive Committee and members of the Screening Committee in (a) above.

c) That the Selection Committee recommend to the HECFI Board its nominee for the position of Managing Director/CEO.

d) That the HECFI Board recommend its nominee to the City's Co-ordinating Committee for approval by Council.

Note: The foregoing recommendation amends the original recommendation which is attached as **Schedule "F"**.

8. Selection Process for the Positions of Director of Marketing/Promotion and Director of Hamilton Convention Centre

a) That a Screening Committee comprised of Mr. Lou Sage, City Chief Administrative Officer (C.A.O.), Ms. Cheryl Lowe, Commissioner of Human Resources, and Mr. Webb McFarland, Vice-Chairman of the HECFI Executive Committee, be appointed to:

(i) review all applications/resumes for the two positions;
(ii) liaise with the Chairman of the Board during the process; and
(iii) develop, through interviews, etc., an appropriate short list of candidates to be interviewed by the Selection Committee; and
(iv) advise candidates on the short list that final interviews will be scheduled with the Selection Committee after a Managing Director/CEO has been appointed.

b) That the Selection Committee be comprised of all members of the HECFI Executive Committee and members of the Screening Committee in (a) above and, if possible, the newly appointed Managing Director/CEO.

c) That the Selection Committee recommend to the HECFI Board its nominee for each position.

d) That the HECFI Board recommend its nominee for each position to the City's Co-ordinating Committee for approval by Council.

9. **Job Description for the Position of Director of Hamilton Convention Centre**

That the job description for the position of Director of Hamilton Convention Centre be recommended to the HECFI Board for approval.

Note: Background information and Job Description attached as **Schedule "G"**.

10. **Job Description for the Position of Director of Marketing/Promotion**

That the job description for the position of Director of Marketing/Promotion be recommended to the HECFI Board for approval.

Note: Background information and Job Description attached as **Schedule "H"**.

The following are items for information only:

1. **Director of Finance and Administration's Report**

Attached as **Schedule "I"**.

2. **Marketing Services Reports**

Attached as **Schedule "J"**.

3. Committee Reports

The following Committee reports were considered:

Copps Coliseum Committee Report.
Hamilton Place Committee Report.
Hamilton Convention Centre Committee Report.
Special Audit Committee Report.

RESPECTFULLY SUBMITTED

"J. Gallagher" per JM

ALDERMAN JOHN GALLAGHER, CHAIRMAN
HECFI EXECUTIVE COMMITTEE

J Mills

Joan Mills
Committee Secretary

Hamilton Entertainment and Convention Facilities Inc.

Schedule "A"

FROM John A. Leuser, Director of Finance and Administration (Name & Title) DATE March 29, 1989

FOR ACTION [XX] FOR INFORMATION [ ] File No. _____

TO: BOARD [ ] (OR) HECFI Executive Committee [XX]

SUBJECT

Ad Insertions Scheduled For Successful Meetings Publications

RECOMMENDATION

That the Hamilton Convention Centre one page colour advertisement in the June and December issue of the Successful Meetings publication in the amount of approximately $14,000 each in Canadian funds be proceeded with.

Note: These two ads are provided for in the 1989 operating budget. Board approval is required since our purchasing policy dictates that expenditures exceeding $10,000 require Board approval.

BACKGROUND

The rational for the selection of this particular magazine is as follows:

1. Successful Meetings is rated as one of the two leading U.S. Publications in the field. This is based on independent research regarding the meeting and convention industry. (The other leading U.S. publication is Meetings & Conventions, M & C).

2. In the recent Hamilton Convention Centre research study completed by Hendershot Research Consultants, Successful Meetings was rated No. 1 as the most useful of all the Canadian and U.S. publications.

3. Although Meetings & Conventions, M & C has a slightly higher circulation, the cost per thousand for advertising in Successful Meetings is considerably lower than M & C's cost per thousand. Successful Meetings was considered to be the best buy.

4. The circulation of Successful Meetings is based on a 100% qualified personal request within a two year period.

5. The choice was also based on input from Bill Penfold, former Director of the facility.

A copy of the proposed ad is attached for your information.

John A. Leuser

John A. Leuser, C.A.
Director of Finance
and Administration

JAL:he

Hamilton
Entertainment
and Convention
Facilities Inc.

Schedule "B"

FROM John A. Leuser, Director of Finance and Administration (Name & Title) DATE March 29, 1989

FOR ACTION [XX] FOR INFORMATION [ ] File No. _____

TO: BOARD [ ] (OR) HECFI Executive Committee [XX]

SUBJECT

That approval be given to insert up to three half page advertisements in the Toronto Star in 1989, each not to exceed $17,000, to attract ticket sales and create market awareness in the area east of Burlington to Toronto of events happening at Copps Coliseum and Hamilton Place Theatre.

Note: These ads are provided for in the 1989 operating budget. Board approval is required since our purchasing policy dictates that expenditures exceeding $10,000 require Board approval.

BACKGROUND

Attached is a half page ad that was run in the Toronto Star last year. The ad creates the feeling that there is a lot happening in Hamilton at Copps Coliseum and Hamilton Place Theatre. The objective is to build an image, focus attention and expand the local market while, at the same time, sell tickets for events at Copps Coliseum and Hamilton Place. The Hamilton Convention Centre also benefits in the long run.

Similar ads are proposed for 1989 for insertion in the Toronto Star in May, September and November. The definite dates will be decided when the lineup at Copps Coliseum and Hamilton Place Theatre warrants this type of promotion. As you well know, show confirmation can occur very suddenly. The ads are created "in house" and turnover time for production and placement is a matter of hours. Any delays could result in the ad missing its dead line. In order to avoid future delays, I am requesting that the Board approve at this time the placement of up to three of these ads for 1989.

This year's increased rate for the Toronto Star will take a half page ad well over the $10,000 figure (Monday - Friday, the cost is $13,173; Saturday, the cost is $16,225; and Sunday, the cost is $10,281).

John A. Leuser

John A. Leuser, C.A.
Director of Finance
and Administration

JAL:he

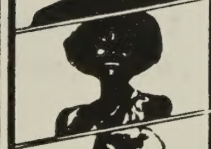
Attachment

It's all happening in Hamilton

Pop • Country • Comedy
Rock • Jazz • Family Entertainment

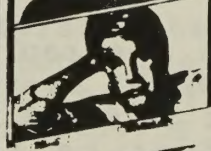
HAMILTON PLACE THEATRE

HOWIE MANDEL ★★★★
TUES. MAY 31 – HAMILTON PLACE

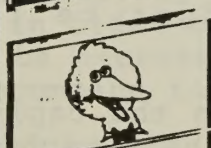


DIONNE WARWICK ★★★
SAT. JUNE 4 – HAMILTON PLACE

A TRIBUTE TO STAN KENTON FEATURING
MAYNARD FERGUSON ★★★★★
WITH THE GEORGE BECK ORCHESTRA
TUES. JUNE 7 – HAMILTON PLACE



ANNE MURRAY ★★★★
JUNE 14 & 15 – HAMILTON PLACE



SESAME STREET'S
BIG BIRD ★★★★
GOES TO HOLLYWOOD
MAY 25 thru MAY 29 – COPPS COLISEUM

GEORGE STRAIT ★★★★★
FRI. JUNE 10 – COPPS COLISEUM

BILL COSBY ★★★★★
SUN. JUNE 12 – COPPS COLISEUM

HEART ★★★★★
TUES. JUNE 28 – COPPS COLISEUM

Copps Coliseum

Go West For Great Entertainment And All That Goes With It!

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- ★ Easy access with parking close at hand
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Hamilton Place Mail Orders
c/o HECFI Box Office, 101 York Boulevard,
Hamilton, Ontario L8R 3L4

Hamilton Entertainment and Convention [illegible] Inc. manages and operates [illegible] Centre, Hamilton Place Theatre and [illegible] on behalf of The Corporation [illegible]

Hamilton Entertainment and Convention Facilities Inc.

Schedule "C"

FROM John A. Leuser, Director of Finance and Administration (Name & Title) DATE April 5, 1989

FOR ACTION [XX] FOR INFORMATION [ ] File No. _____

TO: BOARD [ ] (OR) HECFI Executive Committee [XX]

SUBJECT

Great Hall Banners - Approval to Proceed and Method of Financing

RECOMMENDATION

That the City Co-ordinating Committee be requested to recommend to City Council:

(a) That the provision for the replacement of the Great Hall Banners and their mechanical system in the Hamilton Place Theatre in the amount of $120,000 in the 1989 portion of the 1989-1993 Capital Budget be increased by $10,000 to $130,000;

(b) Approval to proceed with the capital project to replace the Great Hall Banners and their mechanical system; and

(c) The method of financing.

Note: It is suggested that the project be financed from HECFI's Reserve for Capital Projects.

BACKGROUND

On March 30, 1989, the Hamilton Place Theatre Committee approved commencing with this project by recommending that Trevor Garwood-Jones be hired up to a cost of $9,700 to do the following:

1. Review the specifications and, in consultation with the Client, suggest possible minor changes.

2. Prepare a schedule for the work.

3. Arrange the procedures for selection of suitable Contractors, and for the Calling of Tenders.

4. Answer questions from Contractor's during Tender Period.

5. Review Tenders with Client, and make any necessary recommendations.

6. Check shop drawings for conformance with specifications and intent of the work.

7. Examine sample velour for density, colour and conformance with specifications.

8. Check on site installation procedures.

9. Check finished installation on a performance basis, and prepare list of any deficiencies.

10. Review "as-built" drawings for conformance with "on-site" installation.

11. Certify work as complete, and authorize final payment to Contractor.

12. Any necessary consultations with engineers, etc. will also be included.

Mr. Robert Ellison advised the Committee that he anticipates that the cost of this total project will exceed the amount of $120,000 provided for in the 1989 Capital Budget by $9,700 which is the amount of the consulting services to be provided by Mr. Trevor Garwood-Jones. In order to proceed with hiring Mr. Trevor Garwood-Jones, it will be necessary to request that the City Co-ordinating Committee recommend to City Council:

(1) an increase in the gross cost of the capital project from $120,000 to $130,000;

(2) approval to proceed with the whole project; and

(3) the method of financing.

John A. Leuser

John A. Leuser, C.A.
Director of Finance
and Administration

JAL:jm

Schedule "D"

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

MEMORANDUM

FOR ACTION: XXXX

TO: H.E.C.F.I. Executive Committee
Attn: Ms. J. Mills, Secretary

COPIES TO: Mr. J. A. Leuser

FROM: Mr. John T. Crane
Director, Copps Coliseum

DATE: April 4, 1989

SUBJECT: **1991 World Junior Hockey Championships**

RECOMMENDATION:

- That the Hamilton Entertainment and Convention Facilities Inc. bid to host the 1991 World Junior Hockey Championships.
- That $20,000. be approved to fund the preparation and implementation of the bid presentation and reception for the Site Selection Committee in June of 1989.
- The Director of Copps Coliseum be directed to prepare the bid presentation in conjunction with the Marketing Services Department of H.E.C.F.I., our ad hoc public relations and promotion agency, the Regional Economic and Development Department and the Hamilton Convention Centre sales personnel.

BACKGROUND:

- Hamilton Entertainment and Convention Facilities Inc. were host to the World Junior Hockey Championships in 1986.

- The games were very successful with attendance and revenues exceeding revenues from all preceding World Junior Championship games (see attached Spectator clipping).

- The Economic Development Department reported that the financial spin-off from the tournament was approximately $14 million.

- If H.E.C.F.I. and the City of Hamilton were successful in their bid to host the 1991 World Junior Hockey Championships, the following financial support would be expected:

  - Reception and party for teams and special guests $40,000.

  - Media, public relations, advertising and promotion $50,000.

  - Other event related activities, receptions, site visits, etc. $50,000.

  Note: In 1986 the Economic Development Department of the Region of Hamilton-Wentworth contributed $36,000. towards the cost of staging this event.

- The Director of Copps Coliseum would negotiate a suitable licence agreement whereby all expenses necessary to cover the operation of the facility would be covered.

Respectfully submitted,

John T. Crane
Director
Copps Coliseum

attchms.

fantastic response to the tournament reinforces that. There's no question about our viability."

The tournament also gave Braley, city entertainment boss Brian Conacher and Mayor Bob Morrow liberal opportunities to advance the city's cause with the NHL people who came to see the spectacle.

Close to the vest

Braley is playing it close to the vest in the matter of negotiations, noting only that "hellos were said, acquaintances made."

Little can be revealed at this point, he said, because one club seems poised to try to initiate a move but could back off. Releasing any information now would be unfair to other interested parties.

Nothing concrete could be announced before the end of the present season, anyway, even if a deal was signed and sealed. The club wouldn't draw flies if fans knew a move was coming.

Interest in Hamilton by people with a notion to invest in a team is likely to escalate with the events of the last two weeks, says Steve Locke, who has pursued the prospect of bringing a team here.

"We have the best hockey facility in Ontario and that has to be a source of pride to people in Hamilton. For once we have something that is better than Toronto has and people are rallying behind it and the events staged in it."

With NHL expansion on hold, Locke feels there might be a chance for a transfer of an existing franchise. But he and the potential investors he is aligned with are steering clear of speculationnow.

It's unlikely any of the myriad of roadblocks to NHL expansion or to a franchise transfer were dismantled over the past two weeks.

But look at it this way: Hamilton's face was beamed across the continent and people liked what they saw.

It just can't hurt ourchances.

□□□

DON'T JUMP the gun by demanding Team Canada's junior program be revamped because of those losses to the Soviet Union and Czechoslovakia.

Instead, consider this: Canada finished seventh in the global tournament five years ago when the representatives were Cornwall Royals. That was just one win better than Austria and relegation to the B pool.

Since the national team concept was instituted in 1982, Canada has taken home two golds, a silver, a bronze and one fourth-place finish. Not too shabby at all.

"Funny, isn it," said Sherry Bassin, Team Canada's director of player personnel. "We were in danger of relegation five years ago. Now we get the silver and it's not such a great feeling. And remember, we're 2-2-1 against the Soviets over that period."

Bassin also had an answer for critics who claimed Canada employed too many hitters and not enough shooters.

"Shooters? We had seven 50-goal scorers, two of them actually 60-goal scorers."

And he had a rather pointed riposte for Barbara Frum, who introduced a debate on Canada's performance on a segment of CBC-TV's The Journal by saying Canada had been humiliated by the Soviets.

"Her commenting on hockey is like me commenting on a heart transplant operation and saying, 'Gosz, he shouldn't have cut that artery.'"

It was a tournam

City lauded for hosting best-ever tourney

By GARRY McKAY
The Spectator

THE HAMILTON edition of the World Junior Hockey Championships was the most successful in the 10-year history of the event.

It was watched by the largest single game crowd, had the greatest overall attendence and will be the most successful financially of any junior tournament that has preceded it.

In total, 154,172 fans turned out to see 28 games including 100,505 for eight games at Copps Coliseum in Hamilton.

The Hamilton figure alone was greater than attendence figures from last year's tournament.

Sellouts

Four games at Copps Coliseum were sellouts and the 17,521 who watched the Canada-USA game were part of the largest single-game crowd in the tournament's history and the largest crowd to ever watch a hockey game in Canada outside Montreal.

"On behalf of the International Ice Hockey Federation I have to say 'Thank You' to all the people of Hamilton," said Andrei Staravoitov of the Soviet Union, the tournament chairman. "It was a successful tournament and a good one.

"It is a very good arena and the teams have had good accommodations. They have had everything necessary for them to show good hockey."

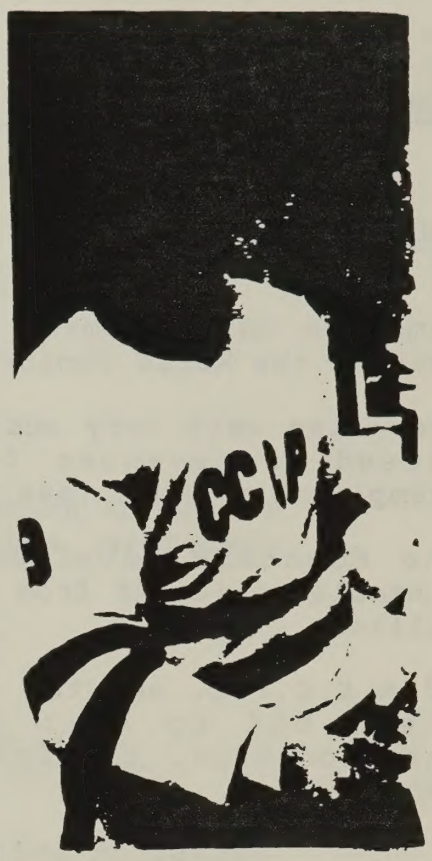
Murray Costello, president of the Canadian Amateur Hockey Association, and a member of the organizing committee said there was no question the tournament was an overwhelming success in all aspects except Canada's second place finish.

"We had hoped against hope that Canada would be able to produce a gold medal, but in the 10 years the Soviets are the only team that have been able to win at home. There is nothing wrong with a silver medal, though. Second place is no disgrace."

Costello said the tournament, traditionally, has been a money loser for the host country and the CAHA has been reluctant to bid for it.

"I guess we're going to have to rethink our position. The profits from this year's tournament will be split three ways. The CAHA will get a third, the Canadian Major Junior Hockey League will get a third and the third portion will be split between the Ontario Hockey Association and the Ontario Hockey League.

"It's difficut for me to know an exact dollar figure now but I would be happy if each of the three partners were to net a six-figure profit each and for amateur hockey that is a very successful event."



Soviet Union's Alexander Semak pa

Costello said the IIHF doesn't share in the profits from the tournament, other than in some marketing money. He said it traditionally hasn't paid much attention to the tournament other than to sanction it but the success of this year's tournament is causing it to have a second look.

With a profit in the $300,000 range in the Hamilton tournament the CAHA is already thinking about when it can host the tournament again.

"It's going to Czechoslovakia next year and West Germany has expressed an interest for the year after. I would think three or four years from now would be the earliest we could hope for," said Costello.

Consideration

And when the CAHA does get around to bidding for it again you get can be sure Hamilton will receive serious consideration as the host ity

"Absolutely we would consider Hamilton," said Costello. "As far as how we were received in Hamilton it was outstanding. There isn't anywhere that we could have been that would have treated us better or gotten involved as well or as much as they've done here.

"I really can't get over the spirit or the co-operation. I can't ever recall being at at an event where people would stop me in the street or in the hotel lobby and ask if there was anything they could do to help make the event more successful."

Costello said Hamilton's success in staging the tournament has made the city a leading contender for any event the CAHA hosts.

Tea

CANADIAN AMATEUR HOCKEY ASSOCIATION
ASSOCIATION CANADIENNE DE HOCKEY AMATEUR

1600 PROMENADE JAMES NAISMITH DRIVE, GLOUCESTER, ONTARIO K1B 5N4 (613)748-5613 FAX (613)748-5709

March 23, 1989

Mr. John T. Crane
Director of Copps Coliseum
101 York Boulevard
HAMILTON, Ontario
L8R 3L4

Dear John:

Re: IIHF World Junior Championships, 1991

Pursuant to earlier correspondence regarding the above-noted topic, I attach for your consideration and perusal the hosting criteria which is being sent today to each of those communities expressing interest in hosting this prestigeous International event.

As the document will indicate, we are asking for a written submission from each centre by the end of May, after which we will narrow the applications down to a workable number and have the Committee visit each centre to substantiate and discuss some of the documentation set forth in the written submissions.

I believe the hosting criteria document is self-explanatory. However, should you have any questions on any of the material contained therein you can phone any one of the offices listed in the document for further information. As well, if any assistance is needed in preparing such submission, we will be happy to do our utmost to help.

We look forward to hearing from you in this regard in due course. In the meantime, I thank you for your expression of interest on behalf of the City of Hamilton and extend our best wishes to you.

Sincerely,

J. Murray Costello
President

cc: Mr. Sam Pollock
Mr. Brent Ladds
Mr. Dave Branch

CANADIAN AMATEUR HOCKEY ASSOCIATION
ASSOCIATION CANADIENNE DE HOCKEY AMATEUR

1600 PROMENADE JAMES NAISMITH DRIVE, GLOUCESTER, ONTARIO K1B 5N4 (613)748-5613 FAX (613)748-5709

THE WORLD JUNIOR CHAMPIONSHIP, 1991

HOSTING CRITERIA

GENERAL

The Canadian Amateur Hockey Association (CAHA) and Hockey Canada joined forces during the past year for the purpose of more efficiently and successfully arranging for Canadian hockey representation at the International level. Henceforth, the responsibility for all International competition in which Canada is involved will be conducted on behalf of both organizations by the Canadian International Hockey Committee (CIHC).

At the last International Ice Hockey Federation Congress, Canada was awarded the hosting of the 1991 World Junior Championships to take place from December 26, 1990, through January 4, 1991 (thus, the 1991 Championships).

In being granted this somewhat rare opportunity to host a prestigious International Ice Hockey Federation Championship in Canada, the Canadian International Hockey Committee (CIHC) must present a first-class production for International viewing while achieving artistic and financial success in presenting 28 International games over a confined ten-day period.

In order to properly do this, the following criteria will comprise the determining factors in establishing the host site in Canada for the 1991 IIHF World Junior Championship competition:

A. MARKET POTENTIAL AND ALTERNATE GAME SITES

First and foremost, it is vital that the hosting of this prestigious International competition in Canada is financially successful for the long-term growth and success of Canada's high performance programs. Therefore, potential gate receipts which can only result from a substantial population base, combined with an acceptable hosting arena and adequate alternate arenas (somewhat smaller in capacity but with respectable gate potential) within 90 minutes travel time of the host site, are necessary. It should be noted that **all** 28 games **must** be scheduled in Canada.

B. SIZE AND EXCLUSIVITY OF HOSTING ARENA WITH ADEQUATE DRESSING ROOM FACILITIES

The principal arena site in potential host cities must have the capability of attracting crowds of 10,000 people, which must include seating for not less than 9,000 patrons, with suitable conditions for televising games. To ensure success, the key games must be scheduled so as to attract 10,000 people or more, if possible. The principal arena must have separate dressing room facilities for each of the eight participating teams, along with adequate drying facilities. Finally, the city must be in a position to award exclusive use of the principal hosting arena with "clean rink boards" between the dates of December 26, 1990 and January 4, 1991, so as to have practice ice available at reasonable times for participating teams between each of their scheduled games.

C. CAPABILITY TO SUPPORT TICKET PRICING STRUCTURE FOR EVENT

The host city must have a sufficient population base and such economic stability as to support ticket pricing (based on a capacity of 10,000 in the principal hosting arena) of:

$12.00 for 6,000 patrons
$10.00 for 3,000 patrons
$ 8.00 for 1,000 patrons

Any special suggestions, promotions, ideas, etc., for ticket selling to each of the 28 games will be favorably considered.

D. NON-NATIONAL HOCKEY LEAGUE CITIES ONLY

As a result of several years' experience with the hosting of the Canada Cup, Team Canada National and Olympic teams, and the World Junior Championship, along with the need for exclusivity of the principal arena during the event, it has been determined that it would simply not be financially feasible or practical to entertain bids to hold such an International event in a city which presently has an operating franchise in the National Hockey League. Therefore, only non-National Hockey League cities will be considered.

E. POTENTIAL PROVINCIAL AND MUNICIPAL SUPPORT

In order to assist the Organizing Committee to maximize cost efficiency of the hosting effort, promotional support from Provincial and Municipal Governments in the areas of overall event promotion, individual game promotion, arrangements for

meals and accommodations for participating teams, special team travel subsidies, expenses, accommodations and travel to and from games for teams and game officials, and special events for participating teams such as opening and closing ceremonies and banquets, Christmas, New Years, etc., will all be carefully considered.

F. ABILITY TO OFFER CORPORATE SPONSOR SUPPORT

The hosting city must be able to co-operate and accommodate reasonable promotional support and opportunity for the corporate and government sponsors of Team Canada in the principal and alternate arena sites on terms to be mutually agreed upon between CIHC and principal hosting arena and municipality. It should also be noted that, as an official IIHF event, The World Junior Championship may well come to the hosting country with an official IIHF sponsor already in place, the terms of which will have to be honored by the host municipality and arenas. Finally, because this is a National event, marketing rights and efforts must necessarily remain with the Canadian International Hockey Committee.

G. COOPERATIVE AND COORDINATED HOSTING SUBMISSION

Having previously been an exclusive CAHA program before becoming a responsibility of the CIHC, the hosting presentation of this International event will continue to rely upon a strong volunteer support effort. Consequently, those submissions which give clear indication of a cooperative hosting approach between all governmental authorities and CAHA Branch representatives will undoubtedly gain favourable consideration.

Although there are other details which will have to be addressed in considering the potential sites for hosting this event, the above will be the main criteria on which bids will be considered.

It should be noted that the World Junior Championship competition, under the present format, calls for eight (8) teams to participate, each of which is responsible to fly to the International airport nearest the site of the competition in the country in which it is being hosted. The host country must pick up each team at that point and be responsible for a party of twenty-six (26), guaranteeing meals and accommodation beginning one day prior to the start of the Championship through until one day after completion of the final game of the Tournament (12 days).

It should be noted further that net proceeds from all gate receipts will be allocated for the benefit of hockey as follows:

50% to Canadian International Hockey Committee for future high performance programming;

33-1/3% to Major Junior hockey as a return for supplying more than 95% of players for Canada's National Junior Team since program inception in 1981; and

16-2/3% to the CAHA Branch in which the event will be hosted in return for a strong volunteer hosting effort.

On the basis of the criteria set out herein, we ask those qualifying centres wishing to make application to host the International Ice

Hockey Federation World Junior Championships, 1991, to prepare written submissions and have them forwarded not later than May 31, 1989, to:

1991 World Junior Championships
c/o Canadian Amateur Hockey Association
1600 James Naismith Drive
Gloucester, Ontario
K1B 5N4

A committee of three from among the Canadian International Hockey Committee will carefully study each of the submissions to arrive at a short list of potential hosting sites, with the intention of visiting each of those sites during the month of June, 1989. The Committee will then bring its recommendation to the full Canadian International Hockey Committee for decision which will be made and announced not later than August 1, 1989.

If you have any questions, or need assistance in preparing your application to host the World Junior Championship, 1991, please contact either the Canadian Amateur Hockey Association office in Ottawa (613) 748-5618, the Hockey Canada office (403) 261-0460, or the Western Hockey League office (403) 253-8113, (both in Calgary) and assistance will be made available to you.

A Committee of the Canadian International Hockey Committee will visit each of the sites of the applicant cities which qualify under the terms set out herein during the month of June, 1989. The Committee will then bring its recommendation to the Canadian International Hockey Committee for decision which will be made and announced not later than August 1, 1989.

Hamilton
Entertainment
and Convention
Facilities Inc.

Schedule "E"

FROM John A. Leuser, Director of Finance and Administration (Name & Title) DATE April 5, 1989

FOR ACTION [XXX] FOR INFORMATION [ ] File No. _____

TO: BOARD [ ] (OR) HECFI Executive Committee [XX]

SUBJECT

Approval of 1988 Audit Fee

RECOMMENDATION

That the remaining balance outstanding of $12,450 of the total audit fee of $15,450 for 1988 be recommended to the HECFI Board for payment.

Note: In accordance with the audit proposal call in 1985 which was approved by City Council in 1986, the 1988 fee for audit services is fixed at $15,450 which is 3% over the 1987 fee of $15,000.

John A. Leuser

John A. Leuser, C.A.
Director of Finance
and Administration

JAL:jm

Pannell
Kerr
MacGillivray
Chartered Accountants

M.P.O. Box 679,
4 Hughson Street South,
Hamilton, Ontario L8N 3M5
Telephone: (416) 523-7732

Hamilton Entertainment and Convention
Facilities Inc.
Copps Coliseum
101 York Boulevard
HAMILTON, Ontario
L8R 3L4

Client Reference No. CHECFI 4143

	TO FEE FOR SERVICES RENDERED	
Mar. 31/89	For the financial year ended December 31, 1988 including examination of the books and records of the Organization; review of annual financial statements for the year then ended, together with our report as auditors	$ 15,450.
	Less interim billed	3,000.
		$ 12,450.

John a Lesser

Schedule "F"

Hamilton Entertainment and Convention Facilities Inc.

FROM Alderman John Gallagher, Chairman of the HECFI Board (Name & Title) DATE March 29, 1989

FOR ACTION [XX] FOR INFORMATION [ ] File No. _____

TO: BOARD [ ] (OR) HECFI Executive Committee [XXX]

SUBJECT

Selection Process for the Position of Managing Director/CEO

RECOMMENDATION

a) That a Screening Committee comprised of Mr. Lou Sage, City Chief Administrative Officer (C.A.O.), Ms. Cheryl Lowe, Commissioner of Human Resources, and Mr. Ed Matthews, City Treasurer, be appointed to:

(i) review all applications/resumes for the position of Managing Director/CEO;
(ii) liaise with the Chairman of the Board during the process; and
(iii) develop, through interviews, etc., an appropriate short list of candidates to be interviewed by the Selection Committee.

b) That the Selection Committee be comprised of all members of the HECFI Executive Committee and members of the Screening Committee in (a) above.

c) That the Selection Committee recommend to the HECFI Board its nominee for the position of Managing Director/CEO.

d) That the HECFI Board recommend its nominee to the City's Co-ordinating Committee for approval by Council.

BACKGROUND

At the City, the process being followed to select City Department Heads is as follows:

(1) A Screening Committee, comprised of the C.A.O., the Commissioner of Human Resources and another City Department Head, is used to screen out the initial candidates and recommend a short list to the Selection Committee.

(2) The Selection Committee is comprised of:

- the Chairman and Vice-Chairman of the Standing Committee to which the Department Head would ordinarily report to;
- the Chairman and Vice-Chairman of the City Personnel Committee;
- the Chairman and Vice-Chairman of the City Co-ordinating Committee; and
- the members of the Screening Committee in (1) above.

Based on the above process, it would seem appropriate that the Screening Committee for the position of Managing Director/CEO be comprised of the following persons:

- the C.A.O. of the City;
- the Commissioner of Human Resources; and
- the City Treasurer; since he is probably the one City Department Head most familiar with HECFI's organization.

In respect of the Selection Committee, it would seem most appropriate that it include all members of the HECFI Executive Committee and the proposed Screening Committee of the three members indicated above. The HECFI Executive Committee is the appropriate Standing Committee to be involved in this selection process since it includes representation from each of the three other HECFI Standing Committees and also includes the Mayor, Chairman and the two Vice-Chairmen of the Board.

Alderman John Gallagher
Chairman of the HECFI Board

Hamilton
Entertainment
and Convention
Facilities Inc.

Schedule "G"

FROM John A. Leuser, Director of Finance and Administration (Name & Title) DATE April 4, 1989

FOR ACTION [XX] FOR INFORMATION [ ] File No. _____

TO: BOARD [ ] (OR) HECFI Executive Committee [XX]

SUBJECT

Job Description for the Position
of Director of Hamilton Convention Centre

RECOMMENDATION

That the attached job description for the position of Director of Hamilton Convention Centre be recommended to the HECFI Board for approval.

BACKGROUND

A current job description for the position of Director of Hamilton Convention Centre requires the following significant revisions:

(1) References to being responsible for the operation of the MacNab Arms Restaurant need to be deleted since Council, in 1987, decided that HECFI would not manage and operate the Restaurant.

(2) References to being responsible for administering the operation of the concessions at Copps Coliseum needs to be deleted since this responsibility was allocated to the Director of Copps Coliseum in 1988.

(3) References need to be incorporated in the job description to indicate that this position has overall responsibility for the revenue budget and must direct and manage the sales department.

(4) A reference to working with the Director of Marketing/Promotion should also be inserted in the job description.

The attached revised job description for the Director of Hamilton Convention Centre incorporates these changes.

John A. Leuser

John A. Leuser, C.A.
Director of Finance
and Administration

JAL:jm
attach.

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel 416/526-4450

REF:

JOB FACT SHEET

This questionnaire asks you about your job—what you do. It is not concerned with your performance on the job. Please take time (we estimate about one hour) to complete it accurately. Attach extra pages or examples if necessary.

When you have finished, give it to your immediate supervisor. Your supervisor will review it with you. Each of you sign it when you are satisfied with it. Then return one legible copy as directed.

1 POSITION IDENTIFICATION

Organization: Hamilton Entertainment & Convention Facilities Inc

Division or Department: Hamilton Convention Centre Division (HCC)

Name: _____

Position Title: Director

Title of Immediate Superior: Managing Director/CEO

Branch or Section: HCC Executive Offices

Location: Hamilton

Date: April, 1989

Approved _____ (Employee) _____ (Supervisor) _____ (Manager)

2 JOB DESCRIPTION

Consider the major activities or responsibilities you undertake (usually 3 to 6 of them). Describe each of them, by a phrase, at the top of each box. Estimate (to the nearest 5%) the percentage of time per year you spend on each. Then describe each activity using details or examples.

Activity A: See Attached Schedule I (%)

▶

Activity B: See Attached Schedule I (%)

▶

Activity C: See Attached Schedule I (%)

▶

Activity D: See Attached Schedule I (%)

▶

Activity E: See Attached Schedule I (%)

▶

3 EDUCATION AND SPECIFIC TRAINING

(a) **What should be the minimum schooling or formal training for a new person on this job.?**

University Degree or Equivalent

(b) **Is a Provincial or other vocational or professional certification or degree:** **Mandatory** ☐ **Preferred** ☐ **Please Specify:** _____

(c) **What special skills or training are needed to perform job or operate equipment?**

- Administrative, Managerial, Human Relations and Fiscal skills
- Extensive hospitality/catering experience

4 EXPERIENCE

How much concentrated, "on-the-job" learning time should be required for a new person with education as in 3 to achieve competence on this job? (Experience may be gained on this and/or preceding jobs.)

About: 1 month ☐ 3 months ☐ 6 months ☐ 1 year ☐ 2 years ☐
3 years ☐ 5 years ☐ 7 years ☐ 10 years ☒ More ☐

5 INITIATIVE (INDEPENDENCE OF ACTION)

(a) List 3 decisions you make or duties you perform without reference to superiors or subsequent checks.

1. Direct Staff
2. Hire/Fire Staff
3. Control Budget

(b) List 3 decisions on which you seek consultation with, or approval from a superior.

1. Major Policy
2. Budget Approval
3. Senior Executive Hire/Fire Approval

(c) What guidelines, procedures, manuals etc. are available to guide your decision-making and actions?

Broad Board Guidelines

Broad city Procedures

(d) What financial responsibilities does your job involve? e.g. budget of $50,000; sales of $200,000.

$3.2 million in Expenditures and $2.9 million in Revenue

6 IMPACT OF ERRORS

Describe 2 typical major errors that could **reasonably** be made in your job, **even with due care.** Indicate the worst consequences e.g. waste, delays, time lost, money lost, injury, damage, effect on people.

1. Ignore maintenance requirements because of budget restrictions.

   Wrong decision will cause shutdown of building with resultant revenue losses.

2. Wrong statements to press cause embarrassment to Mayor, Board Chairman, Managing Director.

7 WORKING WITH OTHERS (Excluding those supervised–See 9)

With whom are you required to work in doing your job? Use titles.

	Position Contacted	How Often	Purpose
(a) Within organization	Managing Director/CEO	Weekly	Major Policy
	Management Team	Frequent	Program/Budget Concerns
	Chairman, HCC Committee	Once/mth.	Monitoring
	HCC Committee Members	Once/mth.	Reporting
(b) Outside organization	President, Chamber of Commerce	Monthly	Economics
	Director, Regional Economic Devlp.	Monthly	Conventions
	G.M.'s, City Hotels	Weekly	Mutual Problems
	Clients	Daily	Sales

8 SUPERVISION EXERCISED

Note and describe any supervisory duties which you exercise.

(a) Assign and check work of others doing similar work to yours. Who? _____

(b) Provide technical guidance to other staff. Who? _____

(c) Supervise a small group: assign the work to be done, the methods to be used, take responsibility for all the work of the group. _____

(d) Direct the work, practices, procedures of a major work unit. Establish the unit's priorities, control budgets and costs, work quality. XXX

(e) Other (specify) _____

9 EMPLOYEES SUPERVISED

Indicate the total number of staff for whose work you are fully accountable.

	1-3	4-10	11-20	21-30	31-60	61-150	151 Plus
Full-time Employees				X			
Part-time Employees							X

Full-time Equivalent 92 $\frac{277}{3}$

10 PHYSICAL AND VISUAL DEMANDS

Check the appropriate level(s)

Condition	Percent of Time: 0%	Under 20%	20-40%	40-70%	Over 70%
Few exceptional demands (e.g. typical office)				X	
Climbing, lifting, etc. eg. Business Travel Standing During Functions		X	X		
Heavy physical effort eg. _____					
Intense visual concentration eg. _____					

11 WORKING CONDITIONS

(a) Give examples of any unpleasant aspects, e.g. heat, cold, fumes, noise, outside work, infection, danger.

Comparable to standard office. _____

Minor disadvantages, e.g. _____

Major unpleasant aspects, e.g. Standing, noisy crowds, crowd confusion

(b) What is your scheduled work week? 35 hrs.

What, if any, shift work do you have? _____

Other unusual hours? On call? On call 24 hrs. a day, 7 days a week, work week ends 40% of time. Usual weekly hours – 55.

(c) Travel out-of-town: % time away? (15%)

Driving vehicle: % time? (10%)

12 CONFIDENTIALITY

Confidentiality considers the integrity and discretion necessary to safeguard confidential data handled or obtained in the normal performance of your duties. Place a check mark beside the paragraph that most appropriately describes your situation. If you feel further explanation is required or none of these categories is applicable, please comment in the space below.

If applicable, describe the impact of disclosure of confidential information in the space below.

☐ Regular work involves little or no contact with confidential data or information.

☐ Occasional contact (i.e., monthly) with some confidential information where disclosure may have a moderately adverse internal and/or external effect.

OR:

☐ Regular contact (i.e, daily) with substantial confidential information where disclosure would have an embarrassing, but not necessarily harmful, effect, either internally or externally.

XX Regular work with confidential data. Disclosure would have a harmful effect on the organization.

IMPACT/COMMENT:

1. Sales data must be kept confidential from other facilities (centres, hotels, etc.). Loss of business would result if disclosed.

2. Meeting planners wish confidentiality so that they are not inundated with business material and calls. Disclosure means loss of repeat business.

3. Disclosure of major or minor polciy decisions could cause embarrassment to City and Corporation.

Schedule I

Activity A: - Directs Hamilton Convention Centre Staff

30%

The Director, Hamilton Convention Centre is accountable for managing and controlling the Hamilton Convention Centre to ensure maximum occupancy, in conjunction with the Director of Marketing/Promotion at minimum cost while providing excellent service. The job requires a mix of professional hospitality, catering and leadership expertise, as well as, managerial, administrative, human relations and fiscal skills. The special functions of the three positions reporting to the incumbent are:

- the Operations Manager, with a full-time staff of 17, is responsible for providing catering, reception, purchasing and maintenance services;

- the Sales Manager, with a full-time staff of 5, is responsible to generate sales; and

- the Events Manager, with a full-time staff of 3, is responsible for the efficient provision of Events support.

The job is diverse in that the Director decides policy and approves recommendations from the three senior executives. In this, maximum tact and firmness is required; even-handed judgement in decision-making is mandatory. Additionally, staff at the Centre work long hours during very busy periods with all the attendant volatility this implies. Decisions must therefore, be well-balanced, fair and timely.

Activity B: - Administers the Hamilton Convention Centre

35%

The Director receives all important correspondence and decides on its distribution, prioritizes, delegates and revises when necessary. All purchasing is approved by the Director; here, the Director must be aware of monthly revenue and adjust purchasing accordingly so that the budget is adhered to. The Director recommends on personnel salaries, evaluation, classification, hiring and firing. The Hamilton Convention Centre building can easily run down, mainly because of poor part-time staff causing damage. The Hamilton Convention Centre promotes excellent quality catering service, the Director establishes training goals to strengthen staff expertise in this area. The Director controls a multi-million dollar building and ensures its safety. The Director reports to the Managing Director/CEO and the Chairman of the Hamilton Convention Centre Committee.

Schedule I, Cont'd.

The Director meets with the Committee monthly. The Committee comprises a mixture of City Aldermen and citizen appointees who have a variety of points of view. The Director must answer diverse questions and explain courses of actions, as well as, convince members of their correctness.

Where no policies are available, the Director devises and implements guidelines, as well as, establishing precedents.

The Director liaises with key government officials and elected representatives at all levels of government (Mayor, Regional Chairman, L.L.B.O., Tourism Canada).

Activity C: - Manages Budget

10%

The Hamilton Convention Centre operates on a $3.2 million budget. The Director has responsibility for maximizing revenues in a highly competitive market. In this regard, the Director is responsible for the submission of the Operations and Revenue Budgets. While monitoring revenue, the Director decides on all expenditures. To ensure a balanced budget, the Director also monitors these expenditures closely and must know when to loosen and tighten spending and place priorities. In this function, the Director is required to have fiscal skills and a practical and realistic approach.

The Director also decides where capital funds must be spent. The Director submits this budget annually.

Activity D: - Develops, Implements and Controls Future Plans

10%

The Director is responsible for developing plans to improve the efficient operation of the Hamilton Convention Centre. For example, training must be updated to meet changing requirements, and the Director has a collateral responsibility for implementing plans.

The Director must possess the foresight, initiative and professional judgment to recognize future needs. When plans are devised, the Director must then implement and control them and at the same time, ensure staff accept them and act on them fully.

Schedule I, Cont'd.

Activity E: - Promotes and Represents Hamilton Convention Centre to Clients and Media

15%

The Director represents the Hamilton Convention Centre to television, radio and newspaper, and gives presentations to service and social clubs.

In these activities, the Director must be out-going, confident and enthusiastic. The consequences of error in either function can be loss of revenue and poor public relations.

Hamilton
Entertainment
and Convention
Facilities Inc.

Schedule "H"

FROM John A. Leuser, Director of Finance and Administration (Name & Title) DATE April 4, 1989

FOR ACTION [XX] FOR INFORMATION [ ] File No. _____

TO: BOARD [ ] (OR) HECFI Executive Committee [XX]

SUBJECT

Job Description for the Position
of Director of Marketing/Promotion

RECOMMENDATION

That the attached job description for the position of Director of Marketing/Promotion be recommended to the HECFI Board for approval.

BACKGROUND

A job description for the position of Director of Marketing/Promotion is urgently required by the Human Resources Department since some applicants are requesting that they view the job description before submitting an application.

The previous job description for the position of Director of Marketing is out of date and no longer appropriate.

John A. Leuser

John A. Leuser, C.A.
Director of Finance
and Administration

JAL:jm
attach.

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel 416/526-4450

REF:

JOB FACT SHEET

This questionnaire asks you about your job—what you do. It is not concerned with your performance on the job. Please take time (we estimate about one hour) to complete it accurately. Attach extra pages or examples if necessary.

When you have finished, give it to your immediate supervisor. Your supervisor will review it with you. Each of you sign it when you are satisfied with it. Then return one legible copy as directed.

1 POSITION IDENTIFICATION

Organization: HECFI

Division or Department: Corporate

Name: _____

Position Title: Director of Marketing/Promotion

Title of Immediate Superior: Managing Director / Chief Executive Officer

Branch or Section: Marketing Services

Location: _____

Date: April, 1989

Approved: _____ (Employee) _____ (Supervisor) _____ (Manager)

2 JOB DESCRIPTION

Consider the major activities or responsibilities you undertake (usually 3 to 6 of them). Describe each of them, by a phrase, at the top of each box. Estimate (to the nearest 5%) the percentage of time per year you spend on each. Then describe each activity using details or examples.

Activity A: See Attached Schedule I (%)

▶

Activity B: See Attached Schedule I (%)

▶

Activity C: See Attached Schedule I (%)

▶

Activity D: See Attached Schedule I (%)

▶

Activity E: See Attached Schedule I (%)

▶

Activity F: See Attached Schedule I

3 EDUCATION AND SPECIFIC TRAINING

(a) **What should be the minimum schooling or formal training for a new person on this job.?**

University Degree or Equivalent

(b) **Is a Provincial or other vocational or professional certification or degree:** Mandatory ☐ Preferred ☐ **Please Specify:**

(c) **What special skills or training are needed to perform job or operate equipment?**

Extensive experience in dealing with advertising and public relations agencies is required.

4 EXPERIENCE

How much concentrated, "on-the-job" learning time should be required for a new person with education as in 3 to achieve competence on this job? (Experience may be gained on this and/or preceding jobs.)

About:					
1 month ☐	3 months ☐	6 months ☐	1 year ☐	2 years ☐
3 years ☐	5 years ☐	7 years ☐	10 years ☒	More ☐

5 INITIATIVE (INDEPENDENCE OF ACTION)

(a) List 3 decisions you make or duties you perform without reference to superiors or subsequent checks.

1. Implementation of Marketing Services Plan
2. Administration and Management of Marketing Services Staff
3. Liason Activities – City, Province, National and International

(b) List 3 decisions on which you seek consultation with, or approval from a superior.

1. Personnel Matters
2. HECFI Policies
3. Changes to Marketing Services Plan

(c) What guidelines, procedures, manuals etc. are available to guide your decision-making and actions?

Human Resources Centre Policy Manual

HECFI Administrative Policies

(d) What financial responsibilities does your job involve? e.g. budget of $50,000; sales of $200,000.

A Marketing Services Budget of $710,000

6 IMPACT OF ERRORS

Describe 2 typical major errors that could **reasonably** be made in your job, even with due care. Indicate the worst consequences e.g. waste, delays, time lost, money lost, injury, damage, effect on people.

1. Misreading direction/wishes of HECFI Board/C.E.O. resulting in loss of credibility/confidence.
2. Failure to properly assess overall needs/programs resulting in loss of revenue, credibility and prestige to HECFI.

7 WORKING WITH OTHERS (Excluding those supervised–See 9)

With whom are you required to work in doing your job? Use titles.

	Position Contacted	How Often	Purpose
(a) Within organization	Managing Director/CEO	Regular	Policies/Programs
	Management Team	Frequent	Program/Budget Concerns
	Board/Committees	Regular	Meetings and Programs
	Marketing Services Staff	Regular	Management and Supervision
(b) Outside organization	Media– City, National, International	Regular	Programs/PR
	Ad Hoc Advertising Agency	Regular	Implementation of Various Programs
	Local Tourism, Business and Labour Groups	Regular	Facilitate Bookings

8 SUPERVISION EXERCISED

Note and describe any supervisory duties which you exercise.

(a) Assign and check work of others doing similar work to yours. Who? Marketing Services Staff

(b) Provide technical guidance to other staff. Who? Provide technical guidance to Management Team and Sales Staff

(c) Supervise a small group: assign the work to be done, the methods to be used, take responsibility for all the work of the group. Marketing Services Staff

(d) Direct the work, practices, procedures of a major work unit. Establish the unit's priorities, control budgets and costs, work quality. Marketing Services Staff

(e) Other (specify) _____

9 EMPLOYEES SUPERVISED

Indicate the total number of staff for whose work you are fully accountable.

	1-3	4-10	11-20	21-30	31-60	61-150	151 Plus
Full-time Employees		X					
Part-time Employees							

Full-time Equivalent _____

10 PHYSICAL AND VISUAL DEMANDS

Check the appropriate level(s)

Condition	Percent of Time				
	0%	Under 20%	20-40%	40-70%	Over 70%
Few exceptional demands (e.g. typical office)				XX	
Climbing, lifting, etc. eg. _____					
Heavy physical effort eg. _____					
Intense visual concentration eg. _____				XX	

11 WORKING CONDITIONS

(a) Give examples of any unpleasant aspects, e.g. heat, cold, fumes, noise, outside work, infection, danger.

Comparable to standard office. Good office conditions

Minor disadvantages, e.g. _____

Major unpleasant aspects, e.g. _____

(b) What is your scheduled work week? 50 – 60 hours in-office and outside hrs.

What, if any, shift work do you have? _____

Other unusual hours? On call? _____

(c) Travel out-of-town: % time away? Business Development/Conferences (15 %)

Driving vehicle: % time? _____ (%)

1.2 CONFIDENTIALITY

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If applicable, describe the impact of disclosure of confidential information in the space below.

☐ Regular work involves little or no contact with confidential data or information.

☐ Occasional contact (i.e., monthly) with some confidential information where disclosure may have a moderately adverse internal and/or external effect.

OR:

☐ Regular contact (i.e, daily) with substantial confidential information where disclosure would have an embarrassing, but not necessarily harmful, effect, either internally or externally.

☒ Regular work with confidential data. Disclosure would have a harmful effect on the organization.

IMPACT/COMMENT:

1. Loss of Trust and Credibility
2. Heavy Loss of Clientele and Revenue
3. Major Political Implications and Embarrassment
4. Media Reporting Detrimental if Contentious Matters Were Leaked
5. Detrimental to HECFI Board and Staff Relations
6. Confidentiality of Pre-booking Negotiations and Policies is Imperative

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/527-7900

Schedule I

Activity A - Plan, Prepare, Monitor, Control and Evaluate The Marketing Services Plan and Budget

20%

- Responsible For:

(1) planning and preparing the Marketing Services Plan and Budget for the three facilities in consultation with the Management Team and Sales Staff. The Marketing Services Plan and Budget must complement and support the sales effort and objectives of each facility; and

(2) monitoring, controlling and evaluating the effectiveness of marketing/promotional expenditures on a continual basis.

Activity B - Plan and Implement Creative Marketing Concepts and Campaigns

20%

- Responsible For:

(1) planning and implementing all creative marketing concepts and campaign in close association with the Director of each facility and their sales staff;

(2) the production of all marketing tools (print ad, radio and television commercials, brochures, etc.) in consultation with the Facility Directors utilizing in-house personnel as an advertising agency to be supplemented by services to be provided by an external advertising agency on an ad hoc basis; and

(3) providing a media buying service for the Facility Directors and Promoters in terms of scheduling and supervising the day to day insertions in local and out of town media. This can involve co-presentation negotiations with media.

Schedule I

Activity C - Attract and Meet with Interested Groups to Further the Potential usage of the Three Facilities

20%

- Responsible For:

(1) meeting with local tourism and business groups to further the potential usage of the three facilities;

(2) through advertising, direct mail and personal contact to stimulate interest of regional, national, USA, and international associations and trade shows, sports and entertainment promoters, agents, etc. to use HECFI facilities; and

(3) assisting the Facility Directors and Sales Staff, as required, with the preparation and presentation of bids for special events and conventions.

Activity D - Create and Maintain Good Public Relations

10%

- Responsible For:

(1) creating public relations campaigns to cover media releases and special events to publicize the facilities;

(2) establishing and maintaining a good professional relationship with members of the media; and

(3) organizing and co-ordinating press conferences.

Activity E - Direct and Administer the Personnel in the Marketing Services Department

15%

- Responsible For:

(1) delegating, supervising and providing direction to:

- a Marketing Services Manager
- three Advertising/Promotions/Public Relations Co-ordinators
- an Administrative Assistant/Secretary

(2) ensuring that HECFI's personnel policies and procedures are adhered to, including the recording, monitoring and reporting of absences, vacations and overtime.

Schedule I

Activity F - Other Activities

15%

- Responsible For:

(1) keeping the Management Team and Sales Staff regularly advised on publicity, advertising and promotional activities of the three facilities;

(2) preparing and presenting monthly status reports on Marketing to HECFI Standing committees and the Board;

(3) advising the Facility Directors and Sales Staff on identifying and defining appropriate market segments that provide the best potential for occupancy and revenue for the three facilities; and

(4) providing a clipping service for the three facilities.

Hamilton
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101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/527-7900

Report of the Director of
Finance and Administration

1989 Operating Budget For HECFI and CUP

On March 23, 1989, City Council in setting the mill rate for 1989 approved the HECFI and CUP operating budgets for 1989.

1989 - 1993 Capital Budget Program For HECFI and CUP

The City's Co-ordinating Committee is recommending to City Council on April 11, 1989 the following:

1) approval of the whole 5 year Capital Budget Programme for CUP as requested by the HECFI Board; and

2) approval of HECFI's 5 year Capital Budget Programme for 1989 - 1993 with the following capital projects totalling $3,845,000 deferred to 1994 and 1995.

Hamilton Place Sprinkler System	$ 770,000
Copps Coliseum:	
- Club Lounge Renovations	150,000
- Retail/Mall-Provisions For Basic Mechanical And Electrical Services	575,000
- Provision For NHL Team Offices	350,000
- Leasing Of Retail/Mall Space	2,000,000
	$3,845,000

The Advertisement For The Three Senior Positions

The advertisement for the three senior positions appeared as follows:

Globe & Mail - Wednesday, March 29
Friday, March 31
Monday, April 3

Spectator - Wednesday, March 29
Saturday, April 1

On the advice of the Human Resources Centre, no Globe & Mail advertisement was scheduled for Saturday since the Globe & Mail has discontinued its career section for that day. Further to the Board's direction, arrangements have been made to place the ad in the April, 1989 Newsletter for the International Association of Auditorium Managers (I.A.A.M.). This newsletter is expected to be out in early April.

The advertised deadline for applicants is May 1, 1989.

Marketing Services

In the absence of a Managing Director/CEO, I chaired the following meetings in order to review the status of marketing services programs and to ensure that essential marketing services are provided during the next few months:

- On March 20, 1989, met with Mary Webb and Norm Marshall
- On March 29, 1989, met at the Hamilton Convention Centre with Stephen Dockman, Sal Farrauto, Mary Webb, Norm Marshall and Brian Cripps.
- On March 29, 1989, met at Hamilton Place with Tom Burrows, Mary Webb, Norm Marshall, Brian Cripps and Alison Nicholson.
- On March 30, 1989, met at Copps Coliseum with John Crane, Mary Webb, Norm Marshall and David Watkins.

Pay Equity

On March 23, 1989, I met with Don King of Stevenson, Kellogg, Ernst and Whinney (SKEW) to review their proposal covering consulting services required in respect of Pay Equity. I discussed their proposal and requested amendments to it in order to be in a position to possibly bring forward a recommendation covering their involvement in May, 1989. The amendments I proposed are intended to reduce and limit the cost of their services.

Status of Financial Reporting For 1989

Some start-up difficulties in the implementation of the new MSA financial system are being experienced by the City. This is understandable due to the complex nature of this large project. However, until accounting transaction reports of revenue and expenditures are available off the MSA system, we will be unable to prepare monthly financial statements for HECFI and CUP for the Standing Committees.

The Manager of Accounting of the City Treasury Department has advised us that he hopes to have our first set of accounting reports produced off the MSA system by April 14, 1989. This date is not early enough to allow my staff sufficient time to analyze the reports in detail and then prepare financial statements for the April HECFI Standing Committees. Nevertheless, we will still

be in a position to prepare the in-camera "Financial and Statistical Information Reports on Events" for each Standing Committee since they are produced independently of the MSA system.

Status of 1989 Revenue for the Three Facilities

Hamilton Convention Centre

February, 1989 was an excellent revenue month for the Hamilton Convention Centre. Revenue for the month was approximately $345,000 which was $145,000 or 72.5% over the budget target of $200,000 for the month. The Home Builders Convention was largely responsible for the Hamilton Convention Centre having a record month of February.

Due to the record results for February and also a good revenue month for January, we anticipate that the Hamilton Convention Centre will be well ahead of its revenue budget target for the first quarter. April and May are also expected to be good revenue months.

Copps Coliseum

In respect of Copps Coliseum, total revenue for the first quarter is expected to be on budget or slightly ahead of budget with April and May anticipated to be below budget projections.

Hamilton Place Theatre

In respect of Hamilton Place Theatre, revenue results are anticipated to be well under budget for the first quarter.

Based on these projections, it appears that 1989 will be a challenging year for HECFI in terms of meeting its revenue projections.

John A. Leuser

John A. Leuser, C.A.
Director of Finance
and Administration

JAL:he

Schedule

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

FOR INFORMATION

MEMO TO: COPPS COLISEUM COMMITTEE
H.E.C.F.I. EXECUTIVE COMMITTEE

FROM: David Watkins, Marketing Services Coordinator

DATE: March 17, 1989

SUBJECT: **MARKETING SERVICES REPORT (COPPS COLISEUM) MARCH 1989**

The monthly progress report on Marketing Services Department activity at Copps Coliseum follows:

1. **OK&D**

Variety Ads (Copps Coliseum and Hamilton Place Theatre)

Work continues on these two ads (one featuring each facility). Possible headings and visuals were discussed.

Pollstar Ads (Copps Coliseum and Hamilton Place Theatre)

The ad schedule was determined which includes five insertions through the November 6 issue. The first insertion ran in the March 13 "Concert Venue Directory" issue.

2. **SHOW EVENTS**

Hamilton Travelcamping Show
A noon hour media conference was organized to launch the four-day event on Thursday, February 23.

Maple Leaf Wrestling
Promotional packages were distributed for the promoter to local media members.

Walt Disney's World On Ice
All publicity for this event was handled internally by Copps Coliseum, and included the following projects:

- Compilation of media list for advance promo mailings (print audio and video).

- Advance photo spreads in The Hamilton Spectator and Hamilton This Month.
- Promotional tour of area schools March 8 - 10 with a Disney character.
- March 14 publicity event at Copps Coliseum with Mayor Morrow, Baby Tim and Mickey Mouse.
- Appearance of two skaters on CHCH-TV noon news program Wednesday, March 15.
- C.K.O.C. Mickey birthday party prior to March 15 show.
- Co-ordination of line skater interviews on CHAM Thursday, March 16.
- Advance publicity and co-ordination of skating auditions on afternoon of Friday, March 17.

Canada vs. Soviet Union Hockey
Assisted with distribution of discount coupons and posters, and advised on media buy.

3. **COPPS COLISEUM SALES PROJECT**

Marketing services assisted with the preparation of a letter that will be sent by the sales department with a brochure to several thousand agents and promoters over the next few months.

4. **HAMILTON DUKES HOCKEY CLUB**

Norm Marshall and David Watkins are providing day-to-day promotional assistance to the club's general manager.

5. **COPPS COLISEUM DISPLAY SIGNAGE**

Core Media has received verbal commitment from several firms who intend to occupy advertising space in Copps Coliseum. A printed advertiser contract is now being developed for use by Core. It is anticipated that General Motors (automobile) and Sony (Scoreclock) will be the first contacts processed.

Respectfully submitted,

David Watkins

David Watkins,
Advertising/Promotions/Public
Relations Coordinator

DW:cb

HAMILTON PLACE

MEMO TO : HAMILTON PLACE THEATRE COMMITTEE
H.E.C.F.I. EXECUTIVE COMMITTEE

MEMO FROM : Mary Webb, Marketing Services Manager

DATE : March 23, 1989

SUBJECT : **MARKETING SERVICES REPORT (HAMILTON PLACE THEATRE MARCH 1989**

Over the past month the Marketing Services staff at Hamilton Place, Mary Webb, Bryan Cripps and Alison Nicholson, have been kept extremely busy with the day to day marketing and promotion for 14 show events. This report focuses primarily on the work involved for these promotion campaigns and outlines additional HECFI marketing responsibilities.

1. **STEVE EARLE** - February 21
   Staff acted as liaison with promoter C.P.I. Worked with "presenter" radio stations CKOC and HTZ, for extra promotion on this 'late booking'. Created and placed print advertising; produced house program.

2. **BRUCE COCKBURN** - February 22
   Worked closely with Skarratt Promotions on the event. Created and placed print ads. Was involved with the Spectator advance feature. Produced special poster for outdoor case and produced house program.

3. **BILLY CONNOLLY** - March 8
   As directed by Skarratt Productions placed ads in Spectator, St. Catharines, and Brantford. Liaised with Spectator on advance story and photo lay-out. Created outdoor poster and produced program.

4. **CROWDED HOUSE** - March 14
   "Late booking" through R.B.I. Promotions. Limited advertising and promotion required as show sold immediately.

continued.....

5. **LIONA BOYD** - March 18
Worked with Skarratt Promotions. Ads created and placed in Spectator and Silhouette only, as show was also booked in St. Catharines, Brantford and Toronto. Radio was handled by Skarratt. Provided house program and produced outside theatre poster.

6. **SHANGHAI BALLET** - March 20 & 21
In close contact with managements in New York and Toronto on engagement. Negotiated a 'Presents' with CHCH-TV which resulted in $2,500 free promotion. Created and placed ads in Spectator, St. Catharines and Brantford. Set up advance feature story and photo in Spectator and also March 18 Spectator promotion. Sent photos and materials to Hamilton weekly papers and Burlington Post. Contacted Chinese student organization at McMaster. Worked with CHCH-TV on coverage surrounding opening. Organized distribution of posters around area and created special outdoor poster. Produced complicated house program.

7. **WAYNE NEWTON** - March 22
Made promotion recommendations to promoter D.K.D. Provided house program.

8. **PRESERVATION HALL JAZZ BAND** - April 1
Created and placed print ads. Concentrated on jazz orientated radio stations for buys and free promotion. Called jazz radio D.J.'s for extra free coverage. Produced house program and outside poster.

9. **DANCERS AND MUSICIANS OF BALI** - April 12
Ads created and placed in Spectator, St. Catharines, Brantford, and Silhouette. Looked into possibility of television promotion but timing was against us. Set up advance colour photo feature with Spectator. Distributed posters and flyers locally. Providing house programs.

continued.....

10. **IRISH ROVERS** - April 13 & 14
In close contact with Irish Rovers management on all aspects including 25th Anniversary promotion. Negotiated a 'CHAM Presents' worth over $2,000 in free promotion. Set up advance radio interviews and advance Spectator feature. Contacted Irish groups. Distributed area posters and produced special outside poster. Sent out photos and materials to weekly newspapers. Organized ad for City Nights Poster. Created and placed print ads in Spectator, St. Catharines and Brantford.

11. **BURLINGTON TEEN TOUR BAND** - April 16
Created and placed print ads. Worked closely with producer on assembling house program.

12. **ROGER WHITTAKER** - May 5
Prepared two budgets for producer approval. Now negotiating a 'Radio presents' for producer. Setting up advance interviews for radio and newspaper - somewhat difficult as Whittaker is handling advance interviews from England. Creating and placing all print ads as directed by producer. Creating outdoor special poster. Distributing posters locally. Producing house program. Making all radio buys.

13. **DAVID COPPERFIELD** - May 15 & 16
Worked with promoter DKD as liaison with local media on Copperfield TV special. Now planning advertising campaign in liaison with DKD and will be placing print advertising, producing program and distributing posters locally. Will act as liaison with DKD for advance interviews. Producing outdoor poster.

14. **RONNIE MILSAP** - May 24
Now in contact with promoter re advertising campaign. Special promotion is being planned with country radio stations. Will be placing print advertising. Producing special outdoor poster.

15. **MONTHLY ADVANCE CALENDARS**
Bryan Cripps has supervised the production of the Hamilton Place monthly April and May calendars.

continued.....

16. **STAFF TRAINING**
Alison Nicholson has been busy training staff as 'backup' in certain aspects of marketing. Particular emphasis has been placed on show documentation and placement of print advertising. Accurate show documentation is very time consuming but essential for Hamilton Place show settlements.

17. **O.K.& D.**
POLLSTAR AD (HAMILTON PLACE THEATRE AND COPPS COLISEUM)
The first insertion of the new 1989 ad for Pollstar magazine ran March 13. Targeted at promoters, agents and managers, the ad promotes Hamilton Place and Copps Coliseum as SELL-OUT VENUES LOCATED ON THE NORTH EASTERN U.S. TOUR ROUTE. The ad is scheduled again in the April, July, September and November issues of Pollstar.

VARIETY ADS (HAMILTON PLACE THEATRE AND COPPS COLISEUM)
Following prior discussions held with Tom Burrows, Mary Webb, Bryan Cripps, David Watkins and O.K.& D, Mary Webb met with O.K.& D on March 22 and instructed them to proceed with new illustrations for the two ads (one for each facility) and to submit quotation prior to final ad approval. Placement schedule will be finalized when ad production commences.

18. **BUDGET MEETINGS**
On March 16, Mary Webb met with John Leuser to discuss procedures for Marketing Services during the interim period until the CEO and Marketing Director are hired.

On March 17, Mary Webb went over the marketing budget in detail with John Leuser and Norm Marshall.

On March 29, Mary Webb, Bryan Cripps, Alison Nicholson, Norm Marshall and John Leuser, will be meeting with Tom Burrows to discuss future priority projects for Hamilton Place Theatre.

Respectfully submitted,

Mary Webb

Mary Webb

Attachment 5.1.1

5.1.1 Executive Committee Minutes of March 8, 1989

THE HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

EXECUTIVE COMMITTEE

Wednesday, March 8, 1989
11:00 a.m.
Copps Coliseum
Hamilton Room

REGULAR SESSION

PRESENT: Ald. J. Gallagher, Chairman
Mr. W. McFarland, Vice-Chairman
Ald. T. Murray
Ald. Wm. McCulloch

ALSO PRESENT: Mr. J. Leuser
Mr. T. Burrows
Mr. B. Calder
Mr. S. Dockman
Mrs. J. Mills, Secretary

REGRETS: Ald. D. Agostino (on City business)
Mr. N. Levitt

1. Chairman's Remarks

The Chairman called the meeting to order, at 11:10 a.m.

2. Minutes of Previous Meeting

It was

MOVED by Mr. McFarland, seconded by Ald. McCulloch

THAT THE FEBRUARY 8, 1989 HECFI EXECUTIVE COMMITTEE REGULAR MINUTES BE ACCEPTED AS CIRCULATED.

MOTION CARRIED.

3. Business Arising from Minutes -

nil

4. Director of Finance and Administration's Report

Mr. John A. Leuser reviewed his report briefly relative to the status of financial reporting for 1989 and the status of 1989 revenue for the three facilities. It was

MOVED by Mr. McFarland, seconded by Ald. McCulloch

THAT THE REPORT FROM THE DIRECTOR OF FINANCE AND ADMINISTRATION BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5. Marketing Services Report

MOVED by Ald. Murray, seconded by Mr. McFarland

THAT THE MARKETING SERVICES REPORT AS PREPARED BY THE MARKETING SERVICES COORDINATOR BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

6. Committee Reports -
6.1 Copps Coliseum Committee

MOVED by Ald. Murray, seconded by Ald. McCulloch

THAT THE COPPS COLISEUM COMMITTEE REPORT OF ITS MEETING ON FEBRUARY 22, 1989 BE RECEIVED AS INFORMATION.

MOTION CARRIED.

6.2 Hamilton Place Committee

MOVED by Ald. McCulloch, seconded by Ald. Murray

THAT THE HAMILTON PLACE COMMITTEE REPORT OF ITS MEETING ON FEBRUARY 23, 1989 BE RECEIVED AS INFORMATION.

MOTION CARRIED.

6.2.1 Method of Financing of the Additional Cost to Repair Hamilton Place Roof

It was noted that on February 23, 1989, the Hamilton Place Committee approved an additional cost of $3,958.75 required for this project. Since this additional cost will take the total cost of this project over City Council's approved total cost of $349,000, HECFI must request that City Council approve the additional cost and the method of financing.

MOVED by Ald. Murray, seconded by Ald. McCulloch

THAT THE CITY'S CO-ORDINATING COMMITTEE BE REQUESTED TO RECOMMEND TO CITY COUNCIL:

A) AN INCREASE OF $4,000 (FROM $349,000 TO $353,000) IN THE APPROVED TOTAL COST OF THE CAPITAL PROJECT, "REPAIR OF THE HAMILTON PLACE ROOF"; AND

B) THE METHOD OF FINANCING.

NOTE: A FURTHER $4,000 IS REQUIRED TO COMPLETE THIS PROJECT WHICH SHOULD BE FINANCED FROM HECFI'S RESERVE FOR CAPITAL PROJECTS, HECFI ACCOUNT NUMBER RF 51206 25306.

MOTION CARRIED.

6.3 Hamilton Convention Centre Committee

The Committee expressed concern with respect to the item relative to applications for donated wine, and specifically the Federal New Democratic Party Dinner to be held Saturday, April 29, 1989. The Committee thought that a policy or guidelines should be in place with respect to donated wine and that when donated wine is approved, the donor is stated. The concern is that the term "donated wine" can portray that the wine coming into the building can come from any source or individual person, whereas the Convention Centre would like to see the donated wine for an event come from a specific supplier. Mr. Stephen Dockman, Operations

Manager at the Hamilton Convention Centre, was requested to prepare a covering note to the report, outlining concerns of the HECFI Executive Committee.

MOVED by Mr. McFarland, seconded by Ald. Murray

THAT THE HAMILTON CONVENTION CENTRE COMMITTEE REPORT OF ITS MEETING ON FEBRUARY 24, 1989 BE RECEIVED AS INFORMATION.

MOTION CARRIED.

7. Consolidated Unaudited Operating Results
7.1 HECFI Year Ended December 31, 1988

The Committee had reviewed the Director of Finance and Administration's report on the unaudited operating results of HECFI for the year ended December 31, 1988. It was noted that HECFI's budgetary surpluses for the month and year ended December 31, 1988 were $82,435 and $789,118, respectively.

The detail comprising these figures was as follows:

	Budgetary Surplus (Deficit)	
	For The Month of December 1988	For The Year Ended Dec. 31/88
Hamilton Convention Centre	$ (6,534)	$255,203
Hamilton Place Theatre	$ 3,908	(13,079)
Copps Coliseum	$ 38,014	337,198
Corporate	$ 47,047	209,796
HECFI Total	**$ 82,435**	**$789,118**

It was

MOVED by Ald. Murray, seconded by Mr. McFarland

THAT THE CONSOLIDATED UNAUDITED OPERATING RESULTS FOR HECFI FOR THE YEAR ENDED DECEMBER 31, 1988 BE ACCEPTED AS CIRCULATED FOR SUBMISSION TO THE BOARD.

MOTION CARRIED.

7.2 CUP Year Ended December 31, 1988

The Committee had reviewed the Director of Finance and Administration's report on the unaudited operating results of the Central Utilities Plant for the year ended December 31, 1988. It was noted that the CUP's budgetary surpluses for the month and year ended December 31, 1988 were approximately $516 and $187,435, respectively.

MOVED by Ald. Murray, seconded by Mr. McFarland

THAT THE CUP UNAUDITED OPERATING RESULTS FOR THE YEAR ENDED DECEMBER 31, 1988 BE ACCEPTED AS CIRCULATED FOR SUBMISSION TO THE BOARD.

MOTION CARRIED.

8. New Business
8.1 Signing Authorities

MOVED by Ald. McCulloch, seconded by Mr. McFarland

A) **IN THE ABSENCE OF A MANAGING DIRECTOR/CEO, THAT THE DIRECTOR OF FINANCE AND ADMINISTRATION BE AUTHORIZED AS THE INTERIM SIGNING AUTHORITY IN LIEU OF THE MANAGING DIRECTOR/CEO. IN THE ABSENCE OF THE DIRECTOR OF FINANCE AND ADMINISTRATION, THAT EITHER THE DIRECTOR OF HAMILTON PLACE THEATRE OR THE DIRECTOR OF COPPS COLISEUM BE AUTHORIZED AS THE INTERIM SIGNING AUTHORITY IN LIEU OF THE MANAGING DIRECTOR/ CEO.**

B) **IN THE ABSENCE OF A DIRECTOR OF THE HAMILTON CONVENTION CENTRE, MR. STEVE DOCKMAN, OPERATIONS MANAGER, BE AUTHORIZED AS THE INTERIM SIGNING AUTHORITY IN LIEU OF THE DIRECTOR OF THE HAMILTON CONVENTION CENTRE. IN THE ABSENCE OF MR. STEVE DOCKMAN, THAT THE DIRECTOR OF FINANCE AND ADMINISTRATION BE AUTHORIZED AS THE INTERIM SIGNING AUTHORITY IN LIEU OF THE DIRECTOR OF THE HAMILTON CONVENTION CENTRE.**

NOTE: EXAMPLES WHERE SIGNATURES WILL BE REQUIRED ARE: (I) ON INDIVIDUAL EXPENDITURES FROM $5,001 UP TO AND INCLUDING $10,000; AND (II) ON ALL PERSONNEL AND OTHER ADMINISTRATION FORMS SUCH AS HIRING, PERSONNEL REQUISITIONS, AUTHORIZATION TO ATTEND FORMS, ETC.

MOTION CARRIED.

8.2 New Business -
Method of Financing - Ontario Hockey League Junior "A" Team Offices

It was noted that the HECFI Board on February 17, 1989 requested that the HECFI Executive Committee recommend the method of financing of the total amount of $29,400.00 to be contributed by HECFI for leasehold improvements/tenant allowances.

MOVED by Ald. Murray, seconded by Ald. McCulloch

THAT THE TOTAL AMOUNT OF $29,400.00 TO BE CONTRIBUTED BY HECFI FOR LEASEHOLD IMPROVEMENTS/TENANT ALLOWANCES ASSOCIATED WITH THE CONSTRUCTION OF O.H.L. JUNIOR "A" TEAM OFFICES IN THE RETAIL/MALL AREA OF COPPS COLISEUM BE FINANCED FROM ACCOUNT NUMBER CF5693-928341011, CONSTRUCT RETAIL SPACE - COMMON AREAS.

MOTION CARRIED.

8.3 Special Events Subsidy Application -
Ontario Liberal Party Convention
March 31 - April 2, 1989 at the
Hamilton Convention Centre

MOVED by Ald. Murray, seconded by Mr. McFarland

THAT THE RENTAL FEE IN THE AMOUNT OF $13,925.00 FOR THE USE OF THE HAMILTON CONVENTION CENTRE BY THE ONTARIO LIBERAL PARTY FOR A CONVENTION FROM MARCH 31-APRIL 2, 1989 BE FINANCED BY THE HECFI SPECIAL EVENTS SUBSIDY FUND.

MOTION CARRIED.

9. Other Business

nil

10. Motion to Move In-Camera

MOVED by Ald. McCulloch, seconded by Mr. McFarland

THAT THE IN-CAMERA SESSION COMMENCE. (11:55 a.m.)

MOTION CARRIED.

The following motions were carried in the in-camera session:

THAT THE FEBRUARY 8, 1989 IN-CAMERA MINUTES BE ACCEPTED AS CIRCULATED.

THAT THE COPPS COLISEUM COMMITTEE IN-CAMERA REPORT OF ITS MEETING ON FEBRUARY 22, 1989 BE RECEIVED AS INFORMATION.

THAT THE HAMILTON PLACE COMMITTEE IN-CAMERA REPORT OF ITS MEETING FEBRUARY 23, 1989 BE RECEIVED AS INFORMATION.

THAT THE HAMILTON CONVENTION CENTRE COMMITTEE IN-CAMERA REPORT OF ITS MEETING ON FEBRUARY 24, 1989 BE RECEIVED AS INFORMATION.

THAT THE FINANCIAL AND STATISTICAL INFORMATION REPORTS ON EVENTS FOR THE YEAR ENDED DECEMBER 31, 1988 AND ONE MONTH PERIOD ENDED JANUARY 31, 1989 FOR THE HAMILTON PLACE GREAT HALL AND STUDIO THEATRE, COPPS COLISEUM AND THE HAMILTON CONVENTION CENTRE BE RECEIVED AS INFORMATION.

THAT, FOR THE PURPOSES OF PAY EQUITY, HECFI BE RECOGNIZED AS THE EMPLOYER;

THAT THE DIRECTOR OF FINANCE AND ADMINISTRATION REPORT BACK TO THE EXECUTIVE COMMITTEE AT ITS NEXT MEETING ON THE EXTENT OF ASSISTANCE REQUIRED OF AN OUTSIDE CONSULTANT.

A) THAT THE REMAINING THREE MONTHS (APRIL 1, 1989 TO JUNE 30, 1989) OF THE PRESENT CONTRACT WITH

NORM MARSHALL ASSOCIATES LIMITED FOR THE SERVICES OF MR. NORM MARSHALL BE EXPANDED TO INCLUDE SERVICES IN THE AREA OF:

I) TO REVIEW THE CURRENT STATUS OF MARKETING AT THE THREE FACILITIES AND DEVELOP A CENTRALIZED MARKETING PLAN FOR HECFI IN CONSULTATION WITH THE THREE FACILITY DIRECTORS;

II) TO ASSIST IN THE SELECTION OF A FULL-TIME DIRECTOR OF MARKETING;

III) TO BE AVAILABLE FOR SPECIAL CONSULTATION ON A DAY TO DAY BASIS RE MARKETING FUNCTIONS; AND

B) THAT THE PRESENT CONSIDERATION FOR SERVICES RENDERED BE INCREASED FROM $800.00 PER MONTH TO $2,750.00 PER MONTH ON AN ALL-INCLUSIVE FEE BASIS ALONG WITH THE REIMBURSEMENT OF PROPERLY AUTHORIZED AND DOCUMENTED BUSINESS EXPENSES RELATED TO WORK PERFORMED ON BEHALF OF HECFI.

NOTE: PART B TO THIS RECOMMENDATION WAS NEGOTIATED WITH MR. NORM MARSHALL FOLLOWING THE HECFI EXECUTIVE COMMITTEE MEETING ON MARCH 8, 1989. THE CHAIRMAN INSTRUCTED THE SECRETARY TO POLL THE MEMBERS AND IT WAS BY CONSENSUS THAT IT WAS PRESENTED TO THE HECFI BOARD AS PART OF THE REPORT.

THAT OVERDRAFTS WHICH WILL RESULT IN THE MARKETING SERVICES CORPORATE OPERATING BUDGET AS A RESULT OF DECISIONS TO:

I) HIRE A DIRECTOR OF MARKETING; AND

II) EXPAND THE EXISTING CONTRACT WITH NORM MARSHALL ASSOCIATES LIMITED FOR A THREE MONTH PERIOD,

BE FINANCED FROM SAVINGS REALIZED IN THE VACANCIES OF THE POSITIONS OF THE MANAGING DIRECTOR/CEO AND THE DIRECTOR OF THE HAMILTON CONVENTION CENTRE.

THAT THE DRAFT ADVERTISEMENT FOR THE THREE SENIOR POSITIONS AT HECFI BE REVISED AND IMPROVED BY THE DIRECTOR OF FINANCE AND ADMINISTRATION AND NORM MARSHALL, AND BE RE-SUBMITTED TO THE HECFI BOARD FOR APPROVAL.

THAT UP TO TWO TABLES BE PURCHASED TO THE CANADIAN FOOTBALL HALL OF FAME INDUCTION DINNER AND THE GALLERY OF DISTINCTION DINNER FOR HECFI, AND THAT TICKETS BE MADE AVAILABLE INITIALLY TO HECFI BOARD MEMBERS, ONE GUEST PER BOARD MEMBER ON A PAID BASIS, AND THEN FOLLOWED BY SENIOR HECFI PERSONNEL.

THAT THE IN-CAMERA SESSION BE ADJOURNED AND THE REGULAR SESSION BE CONVENED. (1:15 p.m.)

11. Adjournment

MOVED by Mr. McFarland, seconded by Ald. Murray

THAT THE MEETING BE ADJOURNED. (1:15 P.M.)

MOTION CARRIED.

TAKEN AS READ AND APPROVED:

ALDERMAN JOHN GALLAGHER, CHAIRMAN

Mrs. J. Mills, Secretary

5.2 Copps Coliseum Committee Third Report

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

March 31, 1989.

REPORT TO THE HECFI BOARD OF DIRECTORS FROM THE COPPS COLISEUM COMMITTEE MEETING OF MARCH 22, 1989

The Copps Coliseum Committee presents its **THIRD** Report and respectfully recommends the following:

1. **Copps Coliseum - Installation of Standby Pumps, Comstock Canada, Release of Holdback**

   That the holdback monies retained to date by the Corporation of the City of Hamilton, Treasury Department in the total amount of $5,933.40 be released to the Contractor, namely Comstock Canada, subject to a lien search being conducted by the City Solicitor's Department and approval of the Treasury Department.

   NOTE: (i) Documentation is attached.

2. **Central Utilities Plant, City Hall, Installation of Chiller, Comstock Canada, Change Order No. One (1)**

   That the quotation submitted by Comstock Canada dated 1989 March 1 in the total amount of $1,100.00 in response to Notice of Change issued by Parker Consultants be accepted; the contract amount be increased accordingly; and the H.E.C.F.I. Executive Committee recommend the method of financing.

   NOTE: (i) Documentation is attached.

3. **Central Utilities Plant, City Hall, Installation of Chiller, Comstock Canada, Change Order No. Two (2)**

   That the quotation submitted by Comstock Canada dated 1989 March 13 in the total amount of $330.00 to paint new concrete block wall be accepted; the contract amount be increased accordingly; and the H.E.C.F.I. Executive Committee recommend the method of financing.

   NOTE: (i) Documentation is attached.

The following are for information only:

1. **Status Report on Confirmed Events/Performances at Copps Coliseum**

   The Status Report on Confirmed Events/Performances at Copps Coliseum - March 1989 - June 1989.

   NOTE: (i) Documentation is attached.

2. **Marketing Services Report (Copps Coliseum)**

   The Marketing Services Report - March 1989.

   NOTE: (i) Documentation is attached.

3. **Installation of Mezzanine Advertising Display Panels**

   The Director reported a quotation of $9,920., which is below the limit requiring Board approval, has been received to install the eight panels.

4. **Report from the Director of Finance and Administration**

   The Report from the Director of Finance and Administration dated March 16, 1989.

5. **Client Evaluation and Comment Cards**

   The Client Evaluation and Comment Cards as submitted by the Director of Copps Coliseum, dated March 17, 1989.

   NOTE: (i) Documentation attached.

6. **Report by the Director of Copps Coliseum**

   The Director verbally reported on his recent visit to the 1989 Brier in Saskatoon in preparation for the 1991 Brier in Hamilton.

7. **Pinkerton's Security**

The Director of Copps Coliseum advised talks are ongoing with Pinkerton's Security in respect to a concern over rates of pay.

Respectfully submitted,

Mr. P. Cowell, Vice Chairman.

Gail McCaffrey, Secretary.

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416 527-7900

MEMORANDUM

FOR ACTION: XXXX

TO: Copps Coliseum Committee,
Attn: Ms. G. McCaffrey, Secretary

COPIES TO: Mr. J. A. Leuser
Ms. P. Bennett

FROM: Mr. John T. Crane
Director, Copps Coliseum

DATE: 1989 March 15

SUBJECT: **COPPS COLISEUM - Installation of Standby Pumps, Comstock Canada, Release of Holdback**

RECOMMENDATION:

That the holdback monies retained to date by the Corporation of the City of Hamilton, Treasury Department in the total amount of $5,933.40 be released to the Contractor, namely Comstock Canada, subject to a lien search being conducted by the City Solicitor's Department and approval of the Treasury Department.

BACKGROUND:

In accordance with the provisions of the Construction Lien Act 1983, Comstock Canada have made application for the release of holdback monies retained to date by the Corporation of the City of Hamilton on account for contract for Copps Coliseum, installation of standby pumps. This work was deemed to be substantially performed as of 1989 February 21.

It is my recommendation that the holdback monies retained, in the total amount of $5,933.40 be released upon expiration of the 45 day lien period subject to a lien search being conducted by the City Solicitor's Department and approval of the Treasury Department.

I attach for your information, copy of Progress Certificate of Payment No. Three (3) requesting release of holdback monies.

Respectfully submitted,

John T. Crane
Director
Copps Coliseum

Attachment

Form No. 185
Rev. Jan. 15/88

THE CORPORATION OF THE CITY OF HAMILTON
PROGRESS CERTIFICATE OF PAYMENT

NOTE: THIS IS NOT A CERTIFICATE OF SUBSTANTIAL PERFORMANCE

CONTRACTOR

NAME COMSTOCK CANADA
3455 Landmark Road
ADDRESS Burlington, Ontario
L7M 1T4

P.O. NO. 31584
CERTIFICATE NO. Three (3) Release of Holdback
AMOUNT $5,933.40
DATE 1989 February 23

THIS IS TO CERTIFY THAT COMSTOCK CANADA
CONTRACTOR FOR Copps Coliseum - Installation of Standby Pumps
IS ENTITLED TO PAYMENT OF Five Thousand, Nine Hundred and Thirty-Three----------40/100 **DOLLARS ($** 5,933.40 **)**
ON ACCOUNT OF CONTRACT FOR The Hamilton Entertainment & Convention Facilities Inc.
IN RESPECT OF WORK DONE AND MATERIAL FURNISHED
DATE OF ~~COUNCIL~~ APPROVAL 1988 August 10
H.E.C.F.I

DEPARTMENT CERTIFIER/
DEPARTMENT HEAD
per T.T. Crane, Director

STATEMENT OF ACCOUNT
TO DATE OF APPLICATION FOR CERTIFICATE

RECONCILIATION OF PAYMENTS

THIS CERTIFICATE

1.	Gross Value of Work Finished	$ 5,933.40
2.	Deduct: 10% Statutory Holdback	$ Ø
3.	Net Value of this Certificate	$ 5,933.40

ACCUMULATED CERTIFICATES

4.	Gross Value of Work Finished	$ 59,334.00
5.	Deduct - Total Holdbacks	$ 5,933.40
6.	Work Performed Less Holdbacks	$ 53,400.60

HOLDBACK STATUS

7.	Holdback Retained this Certificate	$ Ø
8.	Accumulated Holdback - Total (Line 5)	$ 5,933.40
9.	Holdback Released ☐ This Certificate (Line 3)	$ 5,933.40
	☐ Prior	$
10.	Balance of Holdback Retained	$ Ø

RECONCILIATION OF CONTRACT

11.	Original Contract Sum	$ 59,334.00	
12.	Authorized Additions/Deductions	$ Ø	
13.	Net Contract		$ 59,334.00
14.	Total Gross Certificates to date (line 4)		$ 59,334.00
15.	Balance of Contract Outstanding (line 13 minus line 15)		$ Ø
	CONTRACT IS COMPLETE - Return Balance to Account		$ Ø

AS OF 21 February **19** 89

THIS CONTRACT IS PARTIALLY / SUBSTANTIALLY / TOTALLY XXXXX **PERFORMED**

THE ABOVE STATEMENT OF ACCOUNT IS CORRECT

CONTRACTOR SIGNATURE _____ **TITLE** Mgr.

INSPECTED AND PASSED BY: _____ **TITLE** Mgr. of Plant & Bldg. Operations

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416 527-7900

M E M O R A N D U M

FOR ACTION: XXXX

TO: Copps Coliseum Committee,
Attn: Ms. G. McCaffrey, Secretary

COPIES TO: Mr. J. A. Leuser
Ms. P. Bennett
Mr. R. C. Roszell, City Solicitor's Department
Mr. P. Bachand, Treasury Department

FROM: Mr. John T. Crane
Director, Copps Coliseum

DATE: 1989 March 15

SUBJECT: **Central Utilities Plant, City Hall, Installation of Chiller, Comstock Canada, Change Order No. One (1)**

RECOMMENDATION:

That,

1) The quotation submitted by Comstock Canada dated 1989 March 1 in the total amount of $1,100.00 in response to Notice of Change issued by Parker Consultants be accepted;

2) The contract amount be increased accordingly;

3) The H.E.C.F.I. Executive Committee recommend the method of financing.

BACKGROUND:

In response to Notice of Change No. One (1) dated 1989 February 28 and issued by Parker Consultants, a quotation dated 1989 March 1 has been submitted by Comstock Canada.

This quotation in the total amount of $1,100.00 provides for all labour, material and mark-ups necessary to supply and install four (4) flanges on the 8" diameter chilled water supply and return lines to and from the new chiller.

Parker Consultants, our engineering consultants for this project have confirmed that the quoted price is fair and reasonable for the work involved.

Accordingly I am recommending that the quotation submitted by Comstock Canada be accepted and that the original contract sum be increased to reflect this addition.

Sufficient funds are available within Work-in-Progress Account No. CF 5698928241012, Install New Chiller, City Hall, to finance the cost of this additional work.

Respectfully submitted,

John T. Crane
Director
Copps Coliseum

Attachment

PARKER
CONSULTANTS

NOTICE OF CHANGE

JOB NO. 8172 NOTICE OF CHANGE NO. 1 DATE FEB 28 '89

PROJECT HAMILTON CITY HALL - CHILLER INSTALLATION

CONTRACTOR COMSTOCK -

ATTN. JACK SAYNOOK.

PROVIDE QUOTATION FOR THE FOLLOWING WORK:

DESCRIPTION OF CHANGE:

SUPPLY & INSTALL 4 - FLANGES ON 8" ϕ CHILLED WATER SUPPLY AND RETURN LINES. AS PER DISCUSSION WITH BOB DESNOYERS.

ISSUED BY D.A. BAKER PARKER CONSULTANTS

Comstock Canada / *Constructors*

3455 Landmark Road
Burlington, Ontario L7M 1T4
(416) 335-3333

☐ 1200 Trafalgar Street
London, Ontario N5Z 1H5
(519) 451-6450

1 March 1989
Our File 421563

Copps Coliseum
101 York Boulevard
Hamilton, Ontario
L8R 3L4

Attention: Mr. R. Desnoyers

Re: City Hall Boiler Room
Chiller Installation

Gentlemen:

We are pleased to quote you a Lump Sum Price of:

ONE THOUSAND, ONE HUNDRED DOLLARS $1,100.00

to install four (4) 8" chilled water supply and return lines at chiller coil location.

A breakdown of costs is as follows:

Labour	$ 540.00
Material	300.00
Tax	24.00
Job Expense	90.00
	954.00
10%	95.00
	1,049.00
5%	51.00
EXTRA TO CONTRACT	$1,100.00

We trust this meets with your approval.

Yours truly

COMSTOCK CANADA

J. Saynook

J. Saynook
Project Controller
Western Ontario Division
JS:SV

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

MEMORANDUM

FOR ACTION: XXXX

TO: Copps Coliseum Committee,
Attn: Ms. G. McCaffrey, Secretary

COPIES TO: Mr. J. A. Leuser
Ms. P. Bennett
Mr. R. C. Roszell, City Solicitor's Department
Mr. P. Bachand, Treasury Department

FROM: Mr. John T. Crane
Director, Copps Coliseum

DATE: 1989 March 15

SUBJECT: **Central Utilities Plant, City Hall, Installation of Chiller, Comstock Canada, Change Order No. Two (2)**

RECOMMENDATION:

That,

1) The quotation submitted by Comstock Canada dated 1989 March 13 in the total amount of $330.00 to paint new concrete block wall be accepted;

2) The contract amount be increased accordingly;

3) The H.E.C.F.I. Executive Committee recommend the method of financing.

BACKGROUND:

In response to a verbal request by Mr. R. Desnoyers, Chief Operating Engineer, C.U.P., a quotation dated 1989 March 13 has been submitted by Comstock Canada with respect to additional painting required as a result of the new chiller installation.

This quotation in the total amount of $330.00 provides for all painting required on a reconstructed concrete block wall in the City Hall boiler room.

I find this cost to be fair and reasonable for the work required.

Accordingly I am recommending that the quotation submitted by Comstock Canada be accepted and that the original contract sum be increased to reflect this addition.

Sufficient funds are available within Work-in-Progress Account No. CF 5698928241012, Install New Chiller, City Hall, to finance this additional work.

Respectfully submitted,

John T. Crane
Director
Copps Coliseum

Attachment

Comstock Canada / *Constructors*

3455 Landmark Road
Burlington, Ontario L7M 1T4
(416) 335-3333

☐ 1200 Trafalgar Street
London, Ontario N5Z 1H5
(519) 451-6450

13 March 1989
Our File 421563

Copps Coliseum
101 York Boulevard
Hamilton, Ontario
L8R 3L4

Attention: Mr. R. Desnoyers

Re: City Hall Boiler Room
Chiller Installation

Gentlemen:

We are pleased to confirm our Price of:

THREE HUNDRED THIRTY DOLLARS $330.00

to paint the new block wall in boiler room area, approximately 8 ft by 10 ft.

The work will proceed as per your authorization.

Thank you.

Yours truly

COMSTOCK CANADA

J. Saynook

J. Saynook
Project Controller
Western Ontario Division
JS:SV

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416 527-7900

REPORT TO COPPS COLISEUM COMMITTEE

REPORT TO : Copps Coliseum Committee
Attn: Ms. Gail McCaffrey, Secretary

FROM : Mr. J. T. Crane, Director, Copps Coliseum

COPIES TO : Ms. L. Stewart, Sales Executive, Copps Coliseum

DATE : March 15, 1989

RE : Status Report on Confirmed Events/Performances at Copps Coliseum, March - June, 1989

March, 1989

13 Confirmed Events/Performances

1. Chris DeBurgh Concert
   : March 1st
2. Maple Leaf Wrestling
   : March 5th
3. Walt Disney's World On Ice
   : March 14th, 15th, 16th, 17th, 18th and 19th
4. Canada's National Team vs.
   Soviet Union Olympic Team
   : March 27th

April, 1989

4 Confirmed Events/Performances

1. Wrestlemania V
   : April 2nd
2. Metallica Concert
   : April 8th
3. City of Hamilton
   Minor League Hockey Day
   : April 15th
4. City of Hamilton
   Ringette Day
   : April 16th

May, 1989

Ø Confirmed Events/Performances

June, 1989

Ø Confirmed Events/Performances

/dn

John T. Crane
Director
Copps Coliseum

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416 527-7900

M E M O R A N D U M

FOR INFORMATION: XXXX

TO: Copps Coliseum Committee,
Attn: Ms. G. McCaffrey, Secretary

COPIES TO: Ms. P. Bennett

FROM: Mr. John T. Crane
Director, Copps Coliseum

DATE: 1989 March 17

SUBJECT: **Client Evaluation and Comment Cards**

RECOMMENDATION:

For information purposes only.

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

RECEIVED FEB 22 1989

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Attention: Director
Tel. 416/527-7900

CLIENT EVALUATION

We very much appreciate if you would take the time to complete this questionnaire.

Your comments will assist us in reviewing our overall performance.

PROMOTER HAMILTON SPECTATOR INDOOR GAMES.

ADDRESS c/o STAN RUHL ONE JAMES ST S HAMILTON L8P 4R5

DATE OF EVENT JANUARY 13. 1989.

	Yes (Please check)	No	Comments
BOOKING			
Was the Sales Executive helpful?	✓		110%
Were you given all details regarding rental rates and other costs?	✓		
Do you feel the rates and costs are fair?	✓		
Were the dates you wanted available?	✓		
BOX OFFICE			
Was the Box Office Manager helpful?	✓		
Were you given all details regarding Box Office fees and procedures?	✓		
Was the service satisfactory?	✓		EXCELLENT.
EVENT CO-ORDINATION			
Was the Events Manager/Assistant helpful?	✓		
Was the service/co-operation satisfactory?	✓		ABOVE SATISFACTORY
Did you receive technical advice?	✓		
Was the set-up satisfactory?	✓		
OPERATIONS			
Was the building clean?	✓		
Was the building temperature satisfactory?	✓		
Were the dressing rooms satisfactory?	✓		
Were the media/promoter rooms satisfactory?	✓		
SECURITY			
Was the Security Supervisor helpful?	✓		
Was the Security Entrance Guard helpful?	✓		
Was the Building Security adequate?	✓		
SETTLEMENT			
Was the Finance Director/Assistant helpful?	✓		
Were all event costs itemized?	✓		
Was the breakdown of costs satisfactory?	✓		

GENERAL COMMENTS 1989 WAS A CHALLENGE FOR ANY TRACK MEET IN NORTH AMERICA (SEE ATTACHED ARTICLE) BECAUSE OF THE STRONG SUPPORT OF THE "COPPS PEOPLE" WE TURNED IT AROUND! THEY ALL PLAYED A VERY IMPORTANT ROLE! WELL DONE!

THANK YOU.

(OVER)

Spec Games turnout among circuit's best

By DON LOVEGROVE
The Spectator

TAKE A BOW, Hamiltonians! You're the talk of the North American indoor track circuit.

By turning out 7,200 strong to support the fourth annual Hamilton Spectator Indoor Games at Copps Coliseum on Jan. 13, you put the meet right up there with the biggest in the U.S. in attendance for 1989.

Of the 15 meets held to date, only the Millrose Games at Madison Square Gardens in New York City, with 17,000 fans last weekend, has outdrawn the Hamilton meet. Attendance at the biggest meet on the west coast, the Sunkist Invitational in Los Angeles on Jan. 20, was comparable to Hamilton at more than 7,000. A major meet in Dallas drew only 3,500; another in Houston, which featured U.S. Olympic stars Carl Lewis and Jackie Joyner-Kersee, only 2,000.

And Hamilton definitely dominated the Canadian scene, despite being down from the peak 11,114 attendance in '88. The Knights of Columbus meet in Saskatoon attracted only 1,000, the Sherbrooke International around 1,000 and the Ottawa Winternational claimed 5,900 but had considerably less, according to Hamilton's assistant meet director Paul Gains.

"I watched it on television and it was sparsely attended. If Ottawa had 5,900, we had 10,000," claims Gains.

Gains said the Sunkist International announced an attendance of 10,000, but the meet director admitted to him that it was actually in the 7,000-to-8,000 range.

"After our meet, the directors of the Millrose Games and Vitalis meet called to congratulate me," Gains said.

The Vitalis event is being held this weekend at the Meadowlands in New Jersey and reportedly has a pre-sale of only 4,100 tickets.

"Attendance is down everywhere this year. We'll probably do better than Vitalis. The year we drew 10,400 (1987), they had less than we did," Gains explained. "Other than the Millrose, we're up there."

Sagging attendances are attributed to this being a post-Olympic year.

Copps Coliseum
Victor K. Copps Trade Centre/Arena

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416-527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: CHRIS DE BURGH CONCERT

DID YOU ENJOY THE EVENT? YES

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☑	☐	Very courteous + helpful
FACILITY	☑	☐	Well laid out clear + clean.
CONCESSIONS	☑	☐	a touch pricey, but not too bad
OTHER	☐	☐	

SUGGESTIONS:

NAME: DAVID PORTER

ADDRESS: 292 Suffolk St. West, Guelph, ON N1H 2K3

PHONE NUMBER: (519) 836-8298

THANK YOU

Copps Coliseum
Victor K. Copps Trade Centre/Arena

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416-527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: Chris de Burg

DID YOU ENJOY THE EVENT? March 1/89

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☒	☐	please provide
FACILITY	☒	☐	sugar free drinks
CONCESSIONS	☐	☒	other than Diet Coke
OTHER	☐	☐	

SUGGESTIONS: for people on special diets! with no caffeine or sugar!!

NAME: M. Kitti

ADDRESS: 246 PARK ROW S.

PHONE NUMBER: 545-2357

THANK YOU

Attachment 5.2.1

5.2.1 Copps Coliseum Committee Minutes of February 22, 1989

COPPS COLISEUM COMMITTEE

Wednesday, February 22, 1989
1:00 p.m.
Hamilton Room, Copps Coliseum

PRESENT: Mr. P. Cowell, Vice Chairman
Alderman J. Gallagher, Chairman, H.E.C.F.I. Board of Directors
Mr. W. H. McFarland
Alderman D. Agostino
Mr. G. Kwiatowski

ALSO PRESENT: Mr. B. Conacher
Mr. J. Crane
Mr. J. Leuser
Ms. G. McCaffrey, Secretary

REGRETS: Alderman T. Murray
Mr. T. Casey

The Chairman called the meeting to order at 2:05 p.m.

The following motions were carried during the In Camera Session:

THAT THE IN CAMERA SESSION OF THE COPPS COLISEUM COMMITTEE MEETING BE CONVENED AT 1:10 P.M.

THAT THE COPPS COLISEUM IN CAMERA MINUTES OF JANUARY 25, 1989, BE APPROVED.

THAT THE FINANCIAL AND STATISTICAL INFORMATION REPORTS ON EVENTS FOR THE YEAR ENDED DECEMBER 31, 1988, BE RECEIVED FOR INFORMATION.

THAT THE FINANCIAL AND STATISTICAL INFORMATION REPORTS ON EVENTS FOR THE ONE MONTH PERIOD ENDED JANUARY 31, 1989, BE RECEIVED FOR INFORMATION.

THAT THE STATUS REPORT ON TENTATIVE HOLDS AT COPPS COLISEUM FEBRUARY 1989 - MAY 1989, BE RECEIVED FOR INFORMATION.

THAT THE COPPS COLISEUM COMMITTEE APPROVE THE PROPOSED TERMS PRESENTED BY THE OWNERS OF THE O.H.L. FRANCHISE IN RESPECT OF TEAM OFFICES IN THE RETAIL MALL AREA OF COPPS COLISEUM.

THAT THE IN CAMERA SESSION OF THE COPPS COLISEUM COMMITTEE BE ADJOURNED AT 2:05 P.M.

1. Copps Coliseum Committee Minutes of January 25, 1989

1.2 Motion for Approval

MOVED by Mr. Kwiatowski, seconded by Mr. McFarland that

THE COPPS COLISEUM COMMITTEE MINUTES OF JANUARY 25, 1989, BE APPROVED.

MOTION CARRIED.

2. Business Arising From the Minutes

Nil

3. Marketing

3.1 Status Report on Confirmed Events/Performances at Copps Coliseum - February 1989 - May 1989

MOVED by Mr. McFarland, seconded by Mr. Kwiatowski that

THE STATUS REPORT ON CONFIRMED EVENTS/PERFORMANCES AT COPPS COLISEUM - FEBRUARY 1989 - MAY 1989, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

3.2 Marketing Services Report - February 1989

MOVED by Mr. Kwiatowski, seconded by Mr. McFarland that

THE MARKETING SERVICES REPORT - FEBRUARY 1989, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

4. Capital Construction Items

Nil

5. New Business

5.1 Consolidated Unaudited Operating Results for HECFI for The Year Ended December 31, 1988

MOVED by Alderman Agostino, seconded by Mr. Kwiatwoski that

THE CONSOLIDATED UNAUDITED OPERATING RESULTS FOR HECFI FOR THE YEAR ENDED DECEMBER 31, 1988, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.2 Unaudited Operating Results for the Central Utilities Plant for The Year Ended December 31, 1988

MOVED by Alderman Agostino, seconded by Mr. Kwiatowski that

THE UNAUDITED OPERATING RESULTS FOR THE CENTRAL UTILITIES PLANT FOR THE YEAR ENDED DECEMBER 31, 1988, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.3 Central Utilities Plant - Contract Electrical Maintenance Services, Cipolla's Services Ltd.

MOVED by Mr. McFarland, seconded by Mr. Kwiatowski that

THE OPTION TO RENEW THE EXISTING CONTRACT FOR ELECTRICAL MAINTENANCE SERVICES PERTAINING TO HVAC EQUIPMENT LOCATED IN FACILITIES SERVICED BY THE C.U.P. FOR AN ADDITIONAL TWELVE (12) MONTH PERIOD ENDING 1989 DECEMBER 31 BE EXERCISED BY THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. IN FAVOUR OF CIPOLLA'S SERVICES LTD.

MOTION APPROVED.

5.4 Comment Cards

Alderman Agostino stated most of the comment cards contained complaints about the sound system during the Monster Truck events.

The Director explained that, due to the nature of the events, it would be very difficult to have a sound system capable of handling the noise.

Alderman Agostino pointed out that comments in regard to satisfaction with staff and the facility are very often positive.

MOVED by Alderman Agostino, seconded by Mr. McFarland that

THE COMMENT CARDS AS SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM, DATED FEBRUARY 17, 1989, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

6. Report by the Director of Copps Coliseum

The Director of Copps Coliseum reviewed the events occurring since his last report. He noted the movie shoot of "The Return of the $6 Million Man" was very successful for the building and also for the promoter. The Randy Travis concert was a sell-out and successful in terms of revenue and concessions. The Monster Truck and Sportsmen's Shows were satisfactory events.

7. Other Business

Nil

8. Unfinished Business

The Committee duly noted the Unfinished Business.

9. Date of Next Meeting

Wednesday, March 22, 1989
12:00 Noon
Hamilton Room, Copps Coliseum

10. Adjournment

MOVED by Mr. Kwiatowski, seconded by Mr. McFarland that

THE COPPS COLISEUM COMMITTEE MEETING BE ADJOURNED AT 2:15 P.M.

TAKEN AS READ AND APPROVED,

Mr. P. Cowell, Vice Chairman

Gail McCaffrey, Secretary

Attachment 5.3

5.3 Hamilton Convention Centre Committee Third Report

HAMILTON
CONVENTION
CENTRE

REPORT TO THE BOARD OF DIRECTORS, HECFI
FROM THE HAMILTON CONVENTION CENTRE COMMITTEE MEETING
OF TUESDAY, MARCH 28, 1989

The Hamilton Convention Centre Committee presents its THIRD REPORT for 1989 and respectfully recommends:-

1. Matters arising from previous meeting

1.1 Donated Wine

This item was transferred to the In Camera Agenda.

2. Information Items

2.1 Report on the Centre

The Report of the Operations Manager on the Convention Centre for the month of February was approved and received for information. A copy of the report is attached hereto as **APPENDIX "A".**

2.2 Correspondence and Comment Cards **APPENDIX "B"**

2.3 Client Evaluations

The above two items were approved and received for information.

2.4 Finance/Administration Division

A Status Report on the Facilities presented by the Director, Finance/ Administration, was approved and received for information. A copy will be included with the report of the HECFI Executive Committee.

2.5 Monthly Department Presentations - "Meeting the Staff" - (transferred from In Camera Agenda)

A schedule for the above was presented by the Operations Manager, and approved by the Committee; a copy is attached as **APPENDIX " ".** For the information of Members of the Board, the Convention Centre committee had requested that each Department at the Centre should take turns in having personnel attend the committee meetings in order that they could meet the members and give a short presentation about the work done in each department.

..... 2

3. Date of next meeting

The next meeting was arranged to take place on Friday, April 28, 1989 at 0800 hours.

Respectfully submitted,

William J. Tidball, Acting Chairman
Hamilton Convention Centre Committee

B. Goddard
Secretary

HAMILTON
CONVENTION
CENTRE

APPENDIX "A"

REPORT TO THE HAMILTON CONVENTION CENTRE COMMITTEE
FROM THE OPERATIONS MANAGER FOR FEBRUARY, 1989

March 20, 1989

The month of February was another superb month with revenue estimated at $345,000, well exceeding our budget of $200,000 by $145,000, and well above the actual in 1988 of $189,085. The previous high for the month of February was in 1986 when we reached $213,219 in revenues. The Canadian Home Builders Association Convention alone generated $136,624 in revenue, a very successful convention for all concerned.

Future sales for February were $269,551 which is below our objective of $388,000 andd lower than sales of $340,000 in February 1988. However, sales for the first two months combined are $716,310, 4.4% over our objective for that period.

The following is a brief outline of the Conventions and other major functions during the month of February.

		No. of persons attended
Conventions	Canadian Home Builders Association	700
Banquets	Hamilton Status of Women	785
	Hamilton Right to Life	495
	Hamilton Women Teachers Association	900
	Procter & Gamble	890
Other	Navistar International Corporation "International Driven to Win"	1,000
	Mardi Gras	500
	Hamilton Boat Show	7,600
	L. A. Roxport - "Battle of the High School Bands"	1,500
	Ontario Provincial Open Karate Championship	2,000

The replacement of the carpet is virtually complete with a few minor jobs remaining, which are expected to be completed by the end of March.

Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bg

APPENDIX "B"

HAMILTON
CONVENTION
CENTRE

FROM: B. Goddard, Secretary DATE: April 17, 1989

Hamilton Convention Centre Committee

FOR ACTION _____ FOR INFORMATION X

TO: B O A R D X AND/OR _____ COMMITTEE(S) _____

SUBJECT: **Correspondence Items**

RECOMMENDATION: **n/a**

BACKGROUND:

At the HECFI Executive Committee meeting held Wednesday, April 12, 1989, the Operations Manager of the Convention Centre was informed that items of correspondence submitted to the Convention Centre Committee, should also be forwarded to the Board of Directors, for information; accordingly, the items of correspondence included in the Agenda for the Convention Centre Committee meeting of March 28, 1989 are attached hereto.

B. Goddard.

B. Goddard, Secretary
Hamilton Convention Centre Committee

Attch.

HAMILTON '89

Share The Experience

CHBA'S 46th NATIONAL CONFERENCE/EXPOSITION • FEB. 5-8, 1989

1989.02.23

Ms. Robin Laking,
Hamilton Convention Centre,
115 King Street West,
Hamilton, Ontario.
L8P 4T9

Dear Robin:

Now that things are getting back to normal here at the CHBA offices I finally have time to get pen to paper (fingers to computer) to say thank you for all your assistance during our Annual Conference.

The cooperation of the entire staff at the Hamilton Convention Centre made my time spent there very enjoyable. Last minute changes are always inevitable in an event of this magnitude, but the team effort and the obvious pride in their work by the employees of the Convention Centre made my job and that of the CHBA staff that much easier. At times I felt that your staff were as much a part of the CHBA Conference itself as our staff themselves.

Many thanks to all for making "Hamilton '89 - Share the Experience" one of our best Conferences yet.

Unfortunately I did not have the opportunity to thank all of the staff personally and would therefore take this opportunity to again thank Bruce, Peter and Dolores for all their cooperation and also to thank Frank Wilson and his staff, especially Enzo and Rob for helping in getting things together so efficiently and being there when we needed them most and also to Larry for keeping us in the office with refreshments at all times.

Thanks again for a job well done. If you ever get into Toronto please give me a call or vice versa the next time I'm in Hamilton and we'll get together.

Yours truly,

Lynda

Lynda Barrett,
Director of Conference/Projects.

Canadian Home Builders' Association
5218 Yonge Street, Willowdale, Ontario M2N 5P6 Tel: (416) 224-1436

2

HAMILTON & DISTRICT HOME BUILDERS ASSOCIATION

A member of the Canadian Home Builders' Association

1112 Rymal Rd. E., (Corner of Upper Ottawa)
Hannon P.O. Box 188, Hamilton, Ontario L0R 1P0 Tel. 575-3344

2

February 16, 1989

Ms. Robin Laking
HAMILTON CONVENTION CENTRE
115 King Street West
HAMILTON, Ontario
L8P 4T9

Dear Ms. ~~Laking~~: Robin

It's hard to believe it's all over! Our months of planning and organizing paid off and resulted in what some people have called the best Conference ever held through the Canadian Home Builders' Association.

Our success is due in part to the tremendous effort and commitment made by you and your staff, who worked so diligently and enthusiastically to ensure a first-class event.

Thank you again for all your help.

Sincerely,

Bud Sinclair

BUD SINCLAIR
Chairman
1989 Conference Committee

BS/ama

It was great fun working with you and your staff, Robin!
Looking forward to many more,

Bud

3

3

HAMILTON & DISTRICT HOME BUILDERS ASSOCIATION

A member of the Canadian Home Builders' Association

1112 Rymal Rd. E., (Corner of Upper Ottawa)
Hannon P.O. Box 188, Hamilton, Ontario L0R 1P0 Tel. 575-3344

February 16, 1989

Mr. Sal Farrauto
HAMILTON CONVENTION CENTRE
115 King Street West
HAMILTON, Ontario
L8P 4T9

Dear Mr. ~~Farrauto~~: Sal

It's hard to believe it's all over! Our months of planning and organizing paid off and resulted in what some people have called the best Conference ever held through the Canadian Home Builders' Association.

Our success is due in part to the tremendous effort and commitment made by you and your staff, who worked so diligently and enthusiastically to ensure a first-class event.

Thank you again for all your help.

Sincerely,

Bud Sinclair

BUD SINCLAIR
Chairman
1989 Conference Committee

BS/ama

The Convention Centre and the staff made our conference a great success!!

Thanks again Sal.

Bud -

4

HAMILTON
CONVENTION
CENTRE

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

4

March 7, 1989

Mr. Nizar Esmail
Vice-President
Branch Manager
Midland Doherty Limited
120 King Street West, Suite 360
Hamilton, Ontario
L8P 4V2

Dear Mr. Esmail:

Further to our recent conversation, I am enclosing a copy of the revised invoice for your seminar on January 23, 1989.

It is indeed unfortunate that you experienced such problems during an event at the Hamilton Convention Centre. The concerns that you have raised have been thoroughly investigated and the necessary corrections made to ensure that this type of situation does not reoccur in the future.

Mr. Esmail, we would like the opportunity to reassure you that we are a professional organization with the ability to provide the services required for your event. Please let me know when you wish to schedule another seminar, so that I may give it my personal attention.

Yours sincerely,

Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bg
Encl.

4a

MIDLAND DOHERTY

Midland Doherty Limited
120 King Street West
Suite 360
Hamilton, Ontario
L8P 4V2
Telephone: (416) 528-2001

(1) Steve
For your info & action.
Re - Feb 1/89

4a

January 30, 1989

Ms Robin Laking
c/o Hamilton Convention Centre
115 King St West
Hamilton, Ontario
L8P 4T9

Dear Robin,

Just a short note to express our extreme dissatisfaction at the manner in which our event was handled by the Convention Centre. I have enclosed a sample of the responses we received from our guests regarding the rather unprofessional video presentation. These comments require no further explanation.

It has also been brought to my attention that

1) We requested at least twice - glasses and/or straws for the cans of pop - neither of which we received.

2) During the presentation the clean up crew were banging around dishes out in the hallway and continued to do so even after they were requested twice to keep the noise down.

Please let me know what you are prepared to do about this.

Sincerely,

Nizar Esmail
Vice-President
Branch Manager

4b

4b

We would appreciate your comments on the seminar and the speaker(s).

the mechanical breakdown was very distracting!
Enjoyed the seminar!

Have already applied Communication with Grant!

I would like more information on:

- ☐ Stock Markets — any particular sector?
- ☐ Mutual Funds
- ☐ RRSP's and/or RRIF's
- ☐ Canada Savings Bonds
- ☐ Arranging a seminar for my group
- ☐ Investment Planning
- ☐ New Issues
- ☐ Investing for income
- ☐ Midland Doherty Limited

We would appreciate your comments on the seminar and the speaker(s).

Get your Hi-teck slide projector Fixed!

I would like more information on:

- ☐ Stock Markets — any particular sector?
- ☐ Mutual Funds
- ☐ RRSP's and/or RRIF's
- ☐ Canada Savings Bonds
- ☐ Arranging a seminar for my group
- ☐ Investment Planning
- ☐ New Issues
- ☐ Investing for income
- ☐ Midland Doherty Limited

We would appreciate your comments on the seminar and the speaker(s).

SEMINAR INTERESTING & INFORMATIVE
YET PROBLEMS WITH VIDEO EQUIP. WAS
DISTRACTING SEEMED TO CAUSE THE
SPEAKER TO GO RATHER QUICKLY.

I would like more information on:

- ☐ Stock Markets — any particular sector?
- ☐ Mutual Funds
- ☐ RRSP's and/or RRIF's
- ☐ Canada Savings Bonds
- ☐ Arranging a seminar for my group
- ☐ Investment Planning
- ☑ New Issues
- ☑ Investing for income
- ☐ Midland Doherty Limited

4c

4c

We would appreciate your comments on the seminar and the speaker(s).

I AM SURE THAT OTHERS AS WELL AS MYSELF, ARE DISSAPOINTED IN THE SLIDE PRESENTATION ; IT LACKED PROFESSIONALISM AND DID NOT INSTILL CONFIDENCE IN THE SPEAKERS.

I would like more information on:

- ☐ Stock Markets — any particular sector?
- ☐ Mutual Funds
- ☑ RRSP's and/or RRIF's
- ☐ Canada Savings Bonds
- ☐ Arranging a seminar for my group
- ☐ Investment Planning
- ☐ New Issues
- ☐ Investing for income
- ☑ Midland Doherty Limited

We would appreciate your comments on the seminar and the speaker(s).

Slide show needs improvement.

I would like more information on:

- ☐ Stock Markets — any particular sector?
- ☐ Mutual Funds
- ☐ RRSP's and/or RRIF's
- ☐ Canada Savings Bonds
- ☐ Arranging a seminar for my group
- ☐ Investment Planning
- ☐ New Issues
- ☐ Investing for income
- ☐ Midland Doherty Limited

We would appreciate your comments on the seminar and the speaker(s).

Not as good as last year

I would like more information on:

- ☐ Stock Markets — any particular sector?
- ☐ Mutual Funds
- ☐ RRSP's and/or RRIF's
- ☐ Canada Savings Bonds
- ☐ Arranging a seminar for my group
- ☐ Investment Planning
- ☐ New Issues
- ☐ Investing for income
- ☐ Midland Doherty Limited

4d

4d

We would appreciate your comments on the seminar and the speaker(s).

· VERY INTERESTING
· SLIDE PRESENTATION POOR. (CONV. CENTER)

I would like more information on:

- ☐ Stock Markets — any particular sector? _____
- ☐ Mutual Funds
- ☐ RRSP's and/or RRIF's
- ☐ Canada Savings Bonds
- ☐ Arranging a seminar for my group
- ☐ Investment Planning
- ☐ New Issues
- ☐ Investing for income
- ☐ Midland Doherty Limited

We would appreciate your comments on the seminar and the speaker(s).

The talk would have been very informative if the slides would not have been interrupted.

I would like more information on:

- ☐ Stock Markets — any particular sector? _____
- ☒ Mutual Funds
- ☐ RRSP's and/or RRIF's
- ☐ Canada Savings Bonds
- ☐ Arranging a seminar for my group
- ☐ Investment Planning
- ☐ New Issues
- ☐ Investing for income
- ☐ Midland Doherty Limited

We would appreciate your comments on the seminar and the speaker(s).

A PROFESSIONAL PRESENTATION SUBSTANTIALLY REDUCED IN EFFECTIVENESS BY FAILURE OF PROJECTION SYSTEM.

I would like more information on:

- ☐ Stock Markets — any particular sector? _____
- ☐ Mutual Funds
- ☐ RRSP's and/or RRIF's
- ☐ Canada Savings Bonds
- ☐ Arranging a seminar for my group
- ☐ Investment Planning
- ☐ New Issues
- ☐ Investing for income
- ☐ Midland Doherty Limited

4e

4e

We would appreciate your comments on the seminar and the speaker(s).

ABSOLUTE TOTAL COMPLETE
LACK OF INFORMATION

I would like more information on:

- ☐ Stock Markets — any particular sector? _____
- ☐ Mutual Funds
- ☐ RRSP's and/or RRIF's
- ☐ Canada Savings Bonds
- ☐ Arranging a seminar for my group
- ☐ Investment Planning
- ☐ New Issues
- ☐ Investing for income
- ☐ Midland Doherty Limited

HAMILTON
CONVENTION
CENTRE

APPENDIX "C"

FROM: Stephen H. Dockman, Operations Manager DATE: March 20, 1989

Hamilton Convention Centre

FOR ACTION X FOR INFORMATION ____

TO: B O A R D ____ OR CONVENTION CENTRE COMMITTEE(S) X

SUBJECT: Committee Presentations

RECOMMENDATION: THAT APPROVAL BE GIVEN TO PROCEED WITH THE MONTHLY DEPARTMENT PRESENTATIONS AS OUTLINED

BACKGROUND:

At its last meeting, the Convention Centre Committee requested a series of presentations by the various departments in the Centre. These individual presentations are expected to give the committee members an insight into the day-to-day operation of the facility, as well as give the members an opportunity to meet those individuals responsible for its success.

Each presentation is expected to be approximately 15 minutes in length and will take place at 8:00 a.m. prior to the monthly meeting. Each presentation is to include a brief outline of the department and its responsibilities as it relates to the overall operation of the Centre.

The schedule for these presentations is as follows:-

Sales Department	Friday, April 28, 1989
Events Department	Friday, May 26, 1989
Banquet Department:	
Service	Friday, June 23, 1989
Porters	Friday, July 28, 1989
Cashiers	Friday, August 25, 1989
Kitchen	Friday, September 22, 1989
Stewarding	Friday, October 27, 1989
Purchasing	Friday, November 24, 1989
Maintenance	Friday, December 22, 1989

Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bg

Attachment 5.3.1

5.3.1 Hamilton Convention Centre Committee Minutes of February 24, 1989

HAMILTON CONVENTION CENTRE COMMITTEE

REGULAR MEETING

Friday, February 24, 1989
0800 hours
Room 202, HCC

PRESENT: Mr. William J. Tidball, Acting Chairman
Mrs. Mary Dow
Mrs. Alison VanDuzer
Alderman Don Drury

ALSO PRESENT: Mr. Brian K. Conacher, Managing Director/CEO, HECFI
Mr. John A. Leuser, CA, Director Finance/Administration Division, HECFI
Mr. Stephen H. Dockman, Operations Manager, HCC
Mrs. B. Goddard, Secretary

REGRETS: Mr. Norman Levitt

Chairman's Remarks

1. Chairman's Remarks

The meeting was convened at 0800 hours by Mr. William J. Tidball, Acting Chairman, who was recently appointed as a member of the Hamilton Convention Centre Committee in the capacity of Vice-Chairman, replacing Mr. Gene Kwiatowski.

Minutes of Previous Meeting

2. Minutes of previous meeting

It was MOVED by Mrs. Dow, seconded by Mrs. VanDuzer -

THAT THE MINUTES OF THE REGULAR MEETING HELD JANUARY 27, 1989 BE ADOPTED AS CIRCULATED TO THE MEMBERS

MOTION CARRIED

Matters Arising

3. Matters arising from previous Regular meeting

It was established that all matters referred to in the Follow-up had been dealt with as directed.

Report on the Centre for Jan.89

4. Report on the Centre for the month of January 1989

The Report of the Operations Manager on the Centre for the month of January 1989 was presented as follows:

"We are off to a tremendous start for 1989, with revenue estimated for January at $255,000, which is $25,000 over budget and well over the actual in 1988 of $129,548. January is generally a low revenue month with a previous high recorded in January 1987 of $139,065.

"Future Sales for January were $446,759 which is well above our objective of $298,000 and 33.4% higher than sales of $334,915 in January 1988.

"The following is a brief outline of the conventions and other major functions during the month of January.

		No. of persons attended
Conventions	J. M. Schneider Inc.	400
	Ontario Society of Veterinarians	400
Banquets	Advertising and Sales Club	345
	Distinguished Citizen of the Year Award B'nai B'rith Celebrity Sports Night	1025
Other	Leeds Bridal Show	7000
	Hamilton Bridge Tournament	100
	Canadian Imperian Bank of Commerce - "C.I.B.C. - A Future Vision"	1600

"Mrs. Cheryl Bogie, Events Secretary, who has been with the Convention Centre for the past five years, will be leaving the Centre to assume the position of Administrative Assistant/ Secretary in Marketing Services at Copps Coliseum. We are presently seeking a replacement.

"The replacement of the carpet is basically complete with the exception of the Chedoke Hall, which will be done during the period March 9-13. There have been delays as the building has been extremely busy since mid-January."

There being no points to clarify on the above report, it was MOVED by Mrs. VanDuzer, seconded by Mrs. Dow -

THAT THE REPORT OF THE OPERATIONS MANAGER ON THE CENTRE FOR THE MONTH OF JANUARY 1989 BE APPROVED AND FORWARDED TO THE BOARD OF DIRECTORS

Secretary

MOTION CARRIED

Correspondence and Comment Cards

5. Correspondence and Comment Cards

The Acting Chairman was assured by the Managing Director that the members of staff did indeed see the letters received which praised their efforts on behalf of clients. In answer to a query by Mrs. VanDuzer, the members were informed that it was not the practice to recommend any hotel to clients, otherwise it might be perceived that we were playing favourites.

It was MOVED by Mrs. Dow, seconded by Mrs. VanDuzer -

THAT THE ITEMS OF CORRESPONDENCE BE RECEIVED FOR INFORMATION

MOTION CARRIED

Client Evaluations

6. Client Evaluations

It was MOVED by Mrs. VanDuzer, seconded by Mrs. Dow -

THAT THE CLIENT EVALUATIONS BE RECEIVED FOR INFORMATION

MOTION CARRIED

Unaudited Operating

7. Unaudited Operating Results for the year ended December 31, 1988

The Director, Finance/Administration, presented this report as follows:-

"The Convention Centre realized for the month of December and the year ended December 31, 1988 budgetary surpluses (deficits) of approximately ($6,534) and $255,203, respectively.

"The budgetary deficit of $6,534 for the month arose primarily due to higher than budgeted silverware replacement.

"The budgetary surplus of $255,203 for the year ended December 31, 1988 arose as a result of expenditures in total being controlled while revenue for the year exceeded budget by $327,866 or 12.5%."

The Director, Finance/Administration, remarked that the staff should be commended for bringing in results which were well under the budgeted municipal contribution.

..... 4

For 1989, he anticipated things would continue to go well. Revenue for January was $25,000 above budget and February would probably be in the neighbourhood of $35-$50 thousand ahead, although March would show a drop. April and May were expected to be excellent, so that for the first five months of the year it was anticipated the Centre would be about $100,000 above budgeted revenue.

Mrs. Dow said she wished to commend Mr. Dockman for taking up the reins after the Director's departure - a remark for which the Operations Manager expressed his appreciation.

It was MOVED by Mrs. VanDuzer, seconded by Mrs. Dow -

THAT THE UNAUDITED OPERATING RESULTS FOR THE YEAR ENDED DECEMBER 31, 1988 BE APPROVED AND FORWARDED TO THE BOARD OF DIRECTORS

Secretary

MOTION CARRIED

Marketing Services Report

8. **Marketing Services Report**

Following clarification by the Managing Director of Item 4, H.E.C.F.I. Mirage, it was MOVED by Mrs. Dow, seconded by Mrs. VanDuzer -

THAT THE MARKETING SERVICES REPORT BE RECEIVED FOR INFORMATION

MOTION CARRIED

New full-time Position - Banquet Dept.

9. **New Full-time position - Banquet Personnel Co-ordinator**

The Operations Manager reported that this position had been under discussion since before the Salary Survey two years ago. Originally, the position was titled Banquet Secretary, but it had been perceived the actual duties were more suited for the title of Personnel Co-ordinator, and this was the position for which approval was now being recommended.

It was MOVED by Mrs. Dow, seconded by Mrs. VanDuzer -

THAT THE BOARD OF DIRECTORS BE REQUESTED TO APPROVE THE HIRING OF A FULL-TIME BANQUET PERSONNEL CO-ORDINATOR COMMENCING APRIL 1, 1989 AT THE 1988 LEVEL 5 SALARY OF $17,171.44

Secretary

MOTION CARRIED

Donated Wine

10. Applications for "donated" wine

Two applications had been received - one for National Telecare Canada's Conference dinner to be held June 3, 1989 and the other from the Bob Mackenzie Dinner Committee which was working with the New Democratic Party for Hamilton East - and they were dealt with simultaneously.

The Acting Chairman opened the discussion and asked what had been the policy of Centre Management. The Operations Manager explained that the policy of Management had, with very few exceptions, been **not** to recommend allowing donated wine, as it adversely affected the bottom line, and unless the client took the matter a step further, by making a written request, it ended there. One or two "regular" functions usually had their requests approved, but it was really not well-accepted by the Centre Management, as it affected the operating results for the facility.

It was ascertained that the attendance at the two functions under discussion would be 150 and 200 respectively. and the usual procedure if requests were approved was to allow two bottles of wine per table of ten, with any further wine consumed being dealt with and charged for in the usual manner.

Several alternative methods of allowing latitude to clients were mentioned, including "corkage" which the Operations Manager stated had never come under a formal policy - there was no mention of this in the charges list. Mrs. Dow expressed concern for the waitstaff and the Operations Manager agreed that they suffer along with the facility, as their gratuities were reduced.

Discussion took place on whether charitable organizations should just give their number to get approval, but it was also pointed out that many organizations are not registered charities, but <u>are</u> running a non-profit enterprise, or holding an event from which proceeds go to assist charities. It was usually the case that the organizers were able to put on enough pressure, or their request was a really valid one, but until now, it had been found the only acceptable solution had been to take each case on its merits and let the committee make the decision whether or not they wished the application to be granted.

Mrs. VanDuzer wished to know what the policy of private businesses was, and whether they charged "corkage" or allowed donated wine in their establishments, but it was

pointed out that they can do as they wish, as they are not answerable to the City for their actions in this regard.

It was suggested that Management should try to find "middle ground" by ascertaining what were the practices of private establishments, and then formulate a draft policy for the Centre taking into account the effect on revenue.

Management was therefore requested to investigate and formulate a draft policy as an alternative to the present practice of allowing donated wine (two bottles per table of ten people) which might be to charge "corkage" on any donated wine that was allowed in the building. This would obviate the necessity for limiting the number of bottles allowed, provide at least some revenue from the wine which was donated, and also allow gratuities for the waitstaff. Operations Manager

It was the general consensus of the members and staff that corkage would be worth looking at and Mrs. Dow proposed going to the HECFI Executive Committee with the recommendation that the two requests be allowed, but based on a corkage fee (to be decided) and that this should become the future policy for the Centre for when the matter arose in future. It was definitely time to set a new policy. The Chairman stated that it may be better to stay with the present practice of discussing each case on its merits, so that any policy devised to allow charitable or non-profit functions does not automatically exclude other requests. We should reserve the option for ourselves to waive any corkage fee, as he was concerned about any policy which would bind the committee's decision. Mrs. Dow stated she had never worked with a convention centre that did not have a charge of some kind, and although corkage was nothing new, some return should be sought on the "freebies", but the Chairman pointed out that we would get serious opposition to that by the competition. Mrs. Dow reiterated that we had to look carefully at some kind of middle road, even if only for the sake of the waitstaff, and Mrs. VanDuzer agreed that if two bottles were to be allowed, corkage should be charged, and that the committee should have the final say whether or not to waive that too.

Mrs. VanDuzer also said we should remember that Telecare would be bringing people to the City for three days and donated wine was not the only matter to be considered in their case. The Operations Manager informed the members that Telecare was already being allowed a 20% discount on room rentals (given to non-profit and charitable events). The Managing Director also pointed out that very few

requests get as far as the committee, as they are dealt with at the Sales level.

It was MOVED by Mrs. VanDuzer, seconded by Mrs. Dow -

THAT DONATED WINE FOR THE DINNER TO BE HELD SATURDAY, JUNE 3, 1989 FOR NATIONAL TELECARE BE APPROVED WITH A LIMIT OF TWO BOTTLES PER TABLE OF TEN AND THAT ALL OTHER LIQUOR CONSUMED AT THE FUNCTION WOULD BE HANDLED BY THE CONVENTION CENTRE AND PAID FOR BY NATIONAL TELECARE IN THE USUAL MANNER

MOTION CARRIED Secretary

It was MOVED by Mrs. Dow, seconded by Mrs. VanDuzer -

THAT DONATED WINE FOR THE BOB MACKENZIE DINNER TO BE HELD SATURDAY, APRIL 29, 1989 BY THE HAMILTON EAST NEW DEMOCRATIC PARTY BE APPROVED WITH A LIMIT OF TWO BOTTLES PER TABLE OF TEN AND THAT ALL OTHER LIQUOR CONSUMED AT THE FUNCTION WOULD BE HANDLED BY THE CONVENTION CENTRE AND PAID FOR BY THE HAMILTON EAST NEW DEMOCRATIC PARTY IN THE USUAL MANNER

MOTION CARRIED Secretary

Disposal of Used Carpet

11. Report on Disposal of Used Carpet

A report of the Operations Manager concerning the disposal of the used carpet following the installation of new carpet throughout the building was **received for information.**

Open Orders - Suppliers

12. Open Orders - List of Suppliers

The Operations Manager made a recommendation that a request (originating from the Manager of Purchasing and passed on to the Centre in the form of a memorandum dated February 13, 1989 from the Director, Finance/Administration) to use the suppliers listed in the memorandum be approved by the committee. It was anticipated that the Centre would be using the listed suppliers during the year and with regard to Canadian Linen, this would be brought to the committee again when it was time for tendering.

It was MOVED by Mrs. Dow, seconded by Mrs. VanDuzer -

THAT THE BOARD OF DIRECTORS BE REQUESTED TO GIVE APPROVAL FOR THE CENTRE TO USE THE SUPPLIERS LISTED IN THE SUPPORTING MATERIAL INCLUDED WITH THE RECOMMENDATION OF THE OPERATIONS MANAGER DURING 1989

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MOTION CARRIED

Secretary

Motion to Move in Camera

13. Motion to Move In Camera

It was MOVED by Mrs. VanDuzer, seconded by Mrs. Dow and CARRIED -

THAT THE IN CAMERA SESSION BE CONVENED

Motions Carried in Camera

14. Motions carried In Camera

THAT THE SALES REPORTS LISTED ABOVE BE APPROVED FOR TRANSMITTAL TO THE BOARD OF DIRECTORS

THAT THE MONTHLY OVERVIEW FOR JANUARY, 1989 AND THE LOST BUSINESS REPORT FOR JANUARY, 1989 BE APPROVED AND RECEIVED FOR INFORMATION

THAT THE MONTHLY EVENT REVENUE REPORTS FOR THE TWELVE-MONTH PERIOD TO DECEMBER 31, 1988 AND THE ONE-MONTH PERIOD TO JANUARY 31, 1989 BE APPROVED AND RECEIVED FOR INFORMATION

THAT THE STATISTICAL INFORMATION REPORTS FOR THE YEAR ENDED DECEMBER 31, 1988 AND THE ONE-MONTH PERIOD TO JANUARY 31, 1989 BE APPROVED AND RECEIVED FOR INFORMATION

THAT THE REPORT OF THE OPERATIONS MANAGER ON THE EXPANSION OF THE FACILITY BE RECEIVED FOR INFORMATION

Date of Next Meeting

15. Date of Next Meeting

It was agreed that the next meeting would take place on Tuesday, March 28, 1989 at 0800 hours.

Secretary

Adjournment

16. Motion to Adjourn

It was MOVED by Alderman Drury, seconded by Mrs. Dow -

THAT THE MEETING BE ADJOURNED AT 0915 HOURS

MOTION CARRIED

Taken as read and approved,

William J. Tidball, acting Chairman
Hamilton Convention Centre Committee

B. Goddard.

B. Goddard
Secretary

Attachment 5.4

5.4 Hamilton Place Theatre Committee Third Report

HAMILTON
PLACE
THEATRE

Box 2080, Station A
Hamilton, Ontario
Canada L8N 3Y7
Tel. 416/525-3100

April 3, 1989

REPORT TO THE HECFI BOARD OF DIRECTORS
FROM THE HAMILTON PALCE COMMITTEE MEETING
OF MARCH 30, 1989

The Hamilton Place Committee presents its THIRD report for 1989 and recommends the following:

1. Hamilton Place Roof — ATTACHMENT

That $750.00 be allocated to the re-roofing of Hamilton Place from the Hamilton Place Operating Budget.

2. Great Hall Banners — ATTACHMENT

That the replacement of the Great Hall banners and their mechanical system be undertaken and that the Executive Committee recommend the method of financing.

The following items are submitted for information:

1. Director, Hamilton Place - Report

Mr. Burrows reported that 5 major musicals have been confirmed for Hamilton Place to take place between June and October. A package is being worked out whereby subscribers will enjoy a discount on advance sales with the purchase of tickets to two or three shows. Mr. Burrows reported that he is negotiating another major attraction for the fall.

2. Marketing Services Report - Hamilton Place Theatre, March 1989

Mr. Leuser reported that he has met with Mary Webb in order to coordinate Marketing Services in the absence of a CEO. Committee members expressed approval of the format and content of the Marketing Services Report. Mr. Burrows noted that funds are available from the Marketing Services budget to enhance advertising, here and in Toronto, in connection with the major musical productions being presented at Hamilton Place. The Marketing Services report was received for information.

3. Assistant Director, Hamilton Place - Report

Regarding the Hamilton Place marquee, Mr. Ellison reported that parameters for proposals for a marquee design have been formulated. The Committee requested copies of what has been prepared for consideration at its next meeting. The report of the Assistant Director was received for information.

4. Director of Finance & Administration - Report

The report of the Director of Finance & Administration was received for information.

5. Other Business

Mrs. Dow suggested two items to be considered at subsequent Committee meetings: the inclusion of a postage-paid survey in the Hamilton Place Calendar mailing, and meetings between the Board and Hamilton Place staff in order to acquaint Board members with the individuals concerned and their activities. The Committee determined that future meetings would begin at 8:00 a.m. and that there shall be no smoking at Committee meetings.

Alderman W. McCulloch, Chairman

Marsha Taylor, Secretary

HAMILTON
PLACE
THEATRE

Box 2080, Station A
Hamilton, Ontario
Canada L8N 3Y7
Tel 416 525-3100

FROM: Thomas B. Burrows
Director, Hamilton Place

DATE: March 30, 1989

FOR: ACTION XX INFORMATION _____

TO: Board XX Committee _____

SUBJECT: Completion of the Re-Roofing of Hamilton Place

RECOMMENDATION:

That the HECFI Executive Committee recommend to the Board that $750 be allocated to the re-roofing of Hamilton Place from the Hamilton Place Operating Budget.

BACKGROUND:

Because of the problem that Schreiber Brothers had with the location of their equipment, the length of time to finish the roof was extended because the 2-ply felt vapour barrier on the balance of the project was deleted. This meant that the application procedure would have to be changed with the resulting increased supervision required by the consulting engineers, Trow Inc. Their extra time will require an additional expenditure of $750.00

HAMILTON
PLACE
THEATRE

Box 2080, Station A
Hamilton, Ontario
Canada L8N 3Y7
Tel. 416 525-3100

FROM: Thomas B. Burrows
Director, Hamilton Place

DATE: March 30, 1989

FOR: ACTION XX INFORMATION _____

TO: Board XX Committee _____

SUBJECT: Replacement of Great Hall Banners

RECOMMENDATION:

That the Great Hall banners be replaced at a total estimated cost of approximately $130,000 and that the Executive Committee recommend the method of financing.

BACKGROUND:

The mechanical system that supports the Great Hall banners has become unsafe and must be replaced. The acoustical banners as the primary element/device for properly tuning the Great Hall for acoustical performances (i.e. Hamilton Philharmonic Orchestra and Bach-Elgar Choir) must function as designed. Consultants have advised that the mechanical rigging must be replaced.

The cost of replacing the banners is estimated at approximately $120,000. An additional $9,300.00 will be required to provide supervision for the carrying out of this project by the office of Trevor Garwood-Jones.

M E M O R A N D U M

March 16, 1989

TO: Tom Burrows

FROM: Robert Ellison

SUBJECT: Assistant Director's Report

1. Audience Development - School Programming

The current 1988/89 season resumes in April with French theatre and twenty sold out performances by the storyteller Helen Carmichael Porter. The finale to the season is the Hamilton Children's Choir production of THE PIED PIPER OF HAMELIN and THE WALRUS AND THE CARPENTER.

The 1989/90 season is now beginning to take shape with a number of shows already booked. These include:

THE FUNLAND BAND	GREAT LAKES QUINTET
KIM AND JERRY BRODY	GARBAGE DELIGHT
ROBERT MINDEN ENSEMBLE	

2. Roof Replacement

The roof is expected to be completed this month. The contract for the work contains a clause that provides for a twenty-four month warranty period.

Because of the problem that Schreiber Brothers had with the location of their equipment, the length of time to finish the roof was extended because the 2 ply felt vapour barrier on the balance of the project was deleted. This meant that the application procedure would have to be changed with the resulting increased supervision required by the consulting engineers, Trow Inc.. Their extra time will require an additional expenditure of $750.00. I would, therefore, like to make the

RECOMMENDATION that
a further $750.00 be allocated to the re-roofing of Hamilton Place from account number 0408 K8255

3. Carpet Replacement

The laying of the new carpet is expected to be completed this month.

Assistant Director's Report cont'd...

4. Marquee

I discussed with Tom Bradley, the City's Manager of Purchasing, the question of a new design for the marquee. He recommended that we first of all make up a letter of invitation which would provide the necessary background for international sign companies, etc. to visit Hamilton to have a look at our building and determine what we require. This would be at their own expense.

Once the prospective bidders have visited Hamilton, they would then be asked to indicate their further interest by providing a formal bid which would include a design along with the cost of manufacturing and installation.

I would recommend that we proceed with this course of action.

5. Banner Replacement

The replacement of the Great Hall banners and their mechanical system will require on site supervision. I have asked Trevor Garwood-Jones to recommend the best way of achieving this and the cost of doing same. He has recommended the following services (which he is prepared to supply at a cost of up to $9,300 based on actual time and out of pocket expenses. The overall estimated cost of carrying out this project is $120,000):

1. Review the specifications and, in consultation with the Client, suggest possible minor changes.

2. Prepare a schedule for the work.

3. Arrange the procedures for selection of suitable Contractors, and for the Calling of Tenders.

4. Answer questions from Contractor's during Tender Period.

5. Review Tenders with Client, and make any necessary recommendations.

6. Check shop drawings for conformance with specifications and intent of the work.

7. Examine sample velour for density, colour and conformance with specifications.

8. Check on site installation procedures.

Assistant Director's Report cont'd...

9. Check finished installation on a performance basis, and prepare list of any deficiencies.

10. Review 'as-built' drawings for conformance with 'on-site' installation.

11. Certify work as complete, and authorize final payment to Contractor.

12. Any necessary consultations with engineers, etc. will also be included.

As you know, his office has acted as a consultant on a number of projects that have been undertaken in the past in this building. These have included the Studio Theatre floor, the Great Hall stage floor reinforcement, MacNab Street loading dock, the Great Hall refurbished seating and the supervision of the asbestos covering.

5.4.1 Hamilton Place Theatre Committee Minutes of February 23, 1989

HAMILTON PLACE COMMITTEE
THURSDAY, FEBRUARY 23, 1989

REGULAR SESSION

PRESENT: Alderman W. McCulloch, Chairman
Alderman H. Merling, Vice Chairman
Alderman T. Jackson
Mrs. M. Dow
Mr. W. Tidball

ALSO PRESENT: Mr. B. Conacher
Mr. J. Leuser
Mr. T. Burrows
Mr. R. Ellison
Ms. M. Atwood
Alderman G. Copps
Mr. S. Cino

REGRETS: Alderman J. Gallagher
Mr. F. DeNardis

1. **CHAIRMAN'S REMARKS**

1.1 **REPORT OF THE IN CAMERA MEETING**

- THAT THE IN CAMERA SESSION OF THE HAMILTON PLACE COMMITTEE BE CONVENED AT 10:15 A.M.

- THAT THE IN CAMERA MINUTES OF JANUARY 26, 1989 BE APPROVED AS CIRCULATED.

- THAT THE STATUS REPORT ON ADVANCE BOOKINGS/CONTRACTS BE RECEIVED FOR INFORMATION.

- THAT THE REPORT OF THE ASSISTANT DIRECTOR OF HAMILTON PLACE BE RECEIVED FOR INFORMATION.

- THAT THE HAMILTON PLACE FINANCIAL AND STATISTICAL REPORTS FOR DECEMBER 1988 AND JANUARY 1989 BE RECEIVED FOR INFORMATION.

- THAT THE IN CAMERA SESSION OF THE HAMILTON PLACE COMMITTEE BE ADJOURNED AT 10:31 A.M.

2. **MINUTES OF JANUARY 26, 1989**

MOVED by Alderman Jackson, Seconded by Mr. Tidball

THAT THE MINUTES OF JANUARY 26, 1989 BE APPROVED AS CIRCULATED.

MOTION CARRIED.

3. **BUSINESS ARISING FROM THE MINUTES**

Nil.

4. **DIRECTOR, HAMILTON PLACE - REPORT**

Mr. Burrows reported that CHCH TV continues to support Hamilton Place programming through the donation of advertising equal in value to the amount that is purchased by Hamilton Place. They are going to sponsor the Shanghai Ballet.

4.1 **FACILITY MARKETING**

Included in Marketing Services Report, Item 5.

4.2 **SPECIAL MEETING RE HAMILTON PLACE ACTIVITY**

The Focussing Report, submitted to Chairman Sam Cino on November 18, 1988, to the Hamilton Place Committee for its meeting of November 24, 1989 and re-submitted to newly appointed directors for the meeting on January 26, 1989, received full consideration in a discussion by Committee members who were joined, at Chairman McCulloch's invitation, by former Chairman Sam Cino and Alderman Geraldine Copps.

At the call of the Chairman an additional meeting of the Hamilton Place Committee will be convened to consider policies and recommendations to be included in a report, Hamilton Place: Activity Levels and Programming, which will be submitted to the HECFI Board of Directors.

5. **MARKETING SERVICES REPORT, FEBRUARY 1989**

Mrs. Dow requested that the Committee members receive a copy of advertising copy and materials referred to in future Marketing Services Reports.

MOVED by Mrs. Dow, seconded by Alderman Jackson

THAT THE MARKETING SERVICES REPORT FOR FEBRUARY 1989 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

6. **ASSISTANT DIRECTOR, HAMILTON PLACE - REPORT**

MOVED by Mrs. Dow, seconded by Alderman Merling

THAT THE REPORT OF THE ASSISTANT DIRECTOR OF HAMILTON PLACE BE RECEIVED FOR INFORMATION AND THAT A RECOMMENDATION BE MADE TO THE BOARD OF DIRECTORS THAT A FURTHER $3,958.75 BE ALLOCATED TO THE RE-ROOFING OF HAMILTON PLACE FROM ACCOUNT NUMBER 0408 K8255.

MOTION CARRIED.

7. **DIRECTOR OF FINANCE & ADMINISTRATION - REPORT FOR THE YEAR ENDED DECEMBER 31, 1988**

MOVED by Alderman Jackson, seconded by Mrs. Dow

THAT THE REPORT OF THE DIRECTOR OF FINANCE AND ADMINISTRATION FOR THE YEAR ENDED DECEMBER 31, 1988 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

8. **NEW BUSINESS**

Nil.

9. **OTHER BUSINESS**

Nil.

10. **DATE OF NEXT MEETING**

The next meeting of the Hamilton Place Committee will take place on Thursday,, March 23, 1989 at 8:30 a.m.

11. **ADJOURNMENT**

MOVED by Alderman Jackson, seconded by Mrs. Dow

THAT THE REGULAR SESSION OF THE HAMILTON PLACE COMMITTEE BE ADJOURNED AT 10:10 A.M.

W. McCulloch, Chairman

M. Atwood, Secretary

5.5 Special Audit Committee First Report

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

REPORT TO THE HECFI BOARD OF DIRECTORS OF THE SPECIAL AUDIT COMMITTEE MEETING OF MARCH 31, 1989

The Special Audit Committee presents its **FIRST** Report and respectfully recommends:

1. Draft Audited Financial Statements for The Hamilton Entertainment and Convention Facilities Inc.

That the Audit Committee recommend to the Board of Directors approval of the Draft HECFI Financial Statements for the year ended December 31, 1988.

That Mr. McFarland meet with Mr. Collyer to discuss an expanded role for external audit services.

Note: See attached Schedule "A".

2. Draft Audited Financial Statements for The Hamilton Performing Arts Foundation Inc.

That the Audit Committee recommend to the Board of Directors approval of the Draft Audited Annual Statements for The Hamilton Performing Arts Foundation Inc. for the year ended December 31, 1988.

Note: See attached Schedule "B".

The following is for information only:

1. Minutes of Previous Meeting

See Audit Committee Minutes of March 25, 1988 attached as Schedule "C".

2. **Report from Mr. Michael Collyer on HECFI's Internal Accounting Controls**

See attached Schedule "D", in which the auditor reports that "Our examination did not disclose any weaknesses in internal control or errors that should be brought to your attention."

RESPECTFULLY SUBMITTED

Wm Tidball per JM

WILLIAM TIDBALL, CHAIRMAN
SPECIAL AUDIT COMMITTEE

J Mills

Joan Mills
Committee Secretary

THE HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

FINANCIAL STATEMENTS

DECEMBER 31, 1988

AUDITORS' REPORT

To the Board Members of
The Hamilton Entertainment and
Convention Facilities Inc.,
Members of Council, Inhabitants
and Ratepayers of the Corporation
of the City of Hamilton

We have examined the balance sheet of The Hamilton Entertainment and Convention Facilities Inc. as at December 31, 1988 and the statement of revenue and expenditure for the year then ended. Our examination was made in accordance with generally accepted auditing standards and accordingly included such tests and other procedures as we considered necessary in the circumstances.

In our opinion, these financial statements present fairly the financial position of the corporation as at December 31, 1988 and the results of its operations for the year then ended in accordance with the accounting principles disclosed in note 1 to the financial statements applied on a basis consistent with that of the preceding year.

Hamilton, Canada
March 3, 1989

CHARTERED ACCOUNTANTS

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

BALANCE SHEET

DECEMBER 31, 1988

A S S E T S

	1988	1987
CURRENT		
Imprest funds	$ 16,800	$ 16,500
Cash in bank	22,731	6,453
Accounts receivable	471,053	712,725
Due from City of Hamilton	228,564	267,091
Inventories (note 2)	75,888	65,619
Prepaid expenses	26,520	36,266
Deferred charges on future shows	15,025	10,435
	$ 856,581	$ 1,115,089

L I A B I L I T I E S, R E S E R V E S A N D S U R P L U S

CURRENT		
Accounts payable and accruals	$ 344,494	$ 445,083
Advance ticket sales	223,798	330,784
Deposits on future rentals	153,140	141,907
Unredeemed gift certificates	114,055	113,315
	835,487	1,031,089
RESERVE FOR INNOVATIVE PROGRAMMING (note 3)	21,094	35,000
SURPLUS		49,000
	$ 856,581	$ 1,115,089

APPROVED ON BEHALF OF THE BOARD

DIRECTOR

DIRECTOR

DRAFT

FOR DISCUSSION ONLY

See accompanying Notes to the Financial Statements

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

STATEMENT OF REVENUE AND EXPENDITURE

FOR THE YEAR ENDED DECEMBER 31, 1988

	1988	1987
REVENUE		
Food, beverage and concessions	$ 2,726,350	$ 2,871,964
Rentals, licence fees and show revenue	2,028,711	1,719,618
Recoveries	1,311,242	1,608,830
Box office	473,545	494,496
Other	503,157	316,853
	7,043,005	7,011,761
EXPENDITURE		
Operations	2,168,945	2,373,354
Food and beverage	2,036,985	2,058,901
Administration	1,757,347	1,664,005
Maintenance	1,324,496	1,209,222
Marketing and promotion	1,002,230	845,828
Box office	409,844	403,474
	8,699,847	8,554,784
EXCESS OF EXPENDITURE OVER REVENUE FROM OPERATIONS	1,656,842	1,543,023
CONTRIBUTION FROM THE CITY OF HAMILTON		
Surplus prior year	49,000	139,000
Contribution current year	2,396,960	2,396,960
	2,445,960	2,535,960
EXCESS OF REVENUE OVER EXPENDITURE FOR THE YEAR	789,118	992,937
TRANSFER TO THE CITY OF HAMILTON (note 4)	789,118	943,937
SURPLUS	$	$ 49,000

DRAFT

FOR DISCUSSION ONLY

See accompanying Notes to the Financial Statements

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 1988

1. SIGNIFICANT ACCOUNTING POLICIES

The corporation follows accounting principles appropriate for a not-for-profit organization. The more significant of these accounting policies are summarized below.

(a) Rentals, Licence Fees and Show Revenue -

Rentals, licence fees and show revenue comprise minimum rental and licence fees, negotiated percentages of box office receipts and profit or loss when the corporation acts as a promoter or co-promoter on shows.

Revenue excludes the capital improvement ticket surcharge.

(b) Inventories -

Inventories are valued at the lower of cost, measured on a first-in, first-out basis, and replacement value.

(c) Fixed Assets and Depreciation -

The land, buildings and original equipment of The Hamilton Entertainment and Convention Facilities Inc. are owned by The Corporation of the City of Hamilton. Purchases of equipment and furnishings are charged either directly to operations in the year in which the expenditures occur, or to a capital projects reserve fund established for the purchase of fixed assets and maintained by the City of Hamilton on behalf of The Hamilton Entertainment and Convention Facilities Inc.

(d) Reserves -

Appropriations for reserves, if any, are included as expenditures. Payments relating to the functional purpose of the reserves are charged directly to the reserves.

The accompanying financial statements do not include the activities of two related corporations, The Hamilton Performing Arts Foundation Inc. and The Hamilton Arena/Trade Centre Foundation Inc.

2. INVENTORIES

Inventories consist of liquor, beer, wine, food, soft drinks and tobacco supplies.

3. CONTINUITY OF RESERVE FOR INNOVATIVE PROGRAMMING

	1988	1987
Balance - Beginning of year	$ 35,000	$ 45,000
Deduct charges during the year	13,906	10,000
Balance - End of year	$ 21,094	$ 35,000

4. TRANSFER TO THE CITY OF HAMILTON

At the end of the year $ 789,118 (1987 - $ 943,937) of the excess of revenue over expenditures for the year was returned to the City of Hamilton. The amount has been allocated to the following reserve accounts:

Reserve fund for Capital Projects (see note 5)	$ 789,118	$ 668,937
Special Events Subsidy Fund		275,000
	$ 789,118	$ 943,937

5. OTHER RESERVE FUNDS

The following reserve funds have been set aside by City Council on behalf of The Hamilton Entertainment and Convention Facilities Inc.

(a) Capital Improvement Surcharge Fund -

The Hamilton Entertainment and Convention Facilities Inc. levies a patron surcharge on ticket admissions to Hamilton Place. Receipts from this surcharge are transferred quarterly to the City of Hamilton and recorded in the Hamilton Place ticket surcharge reserve fund account. The funds in this account are utilized for capital improvements to Hamilton Place. The continuity of this fund is summarized as:

Balance - Beginning of year	$ 256,147	$ 430,912
Receipts during the year	87,021	108,846
Interest earned during the year	23,580	18,030
Carried forward	366,748	557,788

	1988	1987
Brought forward	$ 366,748	$ 557,788
Payments made in year		
Stage draperies for the Great Hall	(29,667)	
Design concept for a marquee	(8,700)	
Personnel hoist		(30,444)
Updated lighting systems for the Great Hall and Studio Theatre		(242,129)
Stage floor reinforcement for the Great Hall		(21,190)
Refurbishing and insulating Studio Theatre Floor		(7,878)
Balance - End of year	$ 328,381	$ 256,147

The following commitments have been approved by the Board of Directors and will be charged against the fund in the year of acquisition:

Balance of purchase order remaining on refurbishing and insulating Studio Theatre floor	$ 5,120	$ 5,120
Stage draperies for the Great Hall		29,667
Design concept for a marquee		8,700
	$ 5,120	$ 43,487

(b) Fund for Capital Projects

This reserve fund and the interest earned thereon is used primarily to finance major building repairs, purchase of equipment or replacement thereof. The continuity of this fund is summarized as:

Balance - Beginning of year	$ 2,165,380	$ 1,516,447
Interest earned during the year	195,117	125,296
Surplus transferred from The Hamilton Entertainment and Convention Facilities Inc.	789,118	668,937
Miscellaneous	4,411	
Carried forward	3,154,026	2,310,680

	1988	1987
Brought forward	$ 3,154,026	$ 2,310,680
Expenditures for approved capital projects	(118,860)	(145,300)
Balance - End of year	$ 3,035,166	$ 2,165,380

The Board of Directors has approved proceeding with the following projects which will be charged against the fund in the year of acquisition:

Roof replacement for Hamilton Place	$ 349,000	$
Sound system replacement for Hamilton Place	202,000	
Carpet replacement for Hamilton Place and the Hamilton Convention Centre	336,000	
Installation of advertising display panels for Copps Coliseum	40,000	
Facility management computer system	64,000	65,000
Furniture and equipment for the Hamilton Convention Centre	296,300	263,000
Renovations for Copps Coliseum	180,200	91,100
Equipment for the Corporate Division	3,100	7,400
	$ 1,470,600	$ 426,500

(c) Special Events Subsidy Fund

This reserve and interest earned thereon is used primarily to attract events to the facilities operated by The Hamilton Entertainment and Convention Facilities Inc. The continuity of this fund is summarized as:

Balance - Beginning of year	$ 318,225	$ 182,139
Surplus transferred from The Hamilton Convention Facilities Inc.		275,000
Interest earned during the year	23,998	7,675
Payments made in the year		
Parking fee reductions	(30,563)	(61,559)
Event subsidies	(141,344)	(85,030)
Balance - End of year	$ 170,316	$ 318,225

As of December 31, 1988, the Board of Directors has ~~approved event subsidy~~ commitments of $ 21,500 for 1989.

6. SEGMENTED INFORMATION

The Hamilton Entertainment and Convention Facilities Inc. was incorporated without share capital under the laws of Ontario by the City of Hamilton to maintain and operate, in the public interest, the following facilities:

Copps Coliseum (a trade centre and arena)
Hamilton Convention Centre
Hamilton Place (a theatre-auditorium)

The financial results by division are summarized on page 8 to these financial statements.

7. OTHER FINANCIAL INFORMATION

At December 31, 1988, The Corporation of the City of Hamilton has outstanding long-term debt of $ 19,112,274 (1987 - $ 20,211,646) which was incurred to acquire the buildings and original equipment of The Hamilton Entertainment and Convention Facilities Inc. The Corporation of the City of Hamilton's interest and principal repayments on this debt for 1988 were $ 2,311,373 (1987 - $ 2,420,405) and $ 1,768,406 (1987 - $ 1,674,055) respectively.

In addition, The Corporation of the City of Hamilton incurred estimated utility charges of $ 755,000 (1987 - $ 675,000) related to the operations of The Hamilton Entertainment and Convention Facilities Inc.

8. COMPARATIVE FIGURES

Certain reclassifications of 1987 comparative figures have been made to conform to the financial statement presentation adopted in 1988.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

SCHEDULE OF FINANCIAL RESULTS BY DIVISION

FOR THE YEAR ENDED DECEMBER 31, 1988

	Copps Coliseum		Hamilton Convention Centre		Hamilton Place		Corporate		Total	
	1988	(note 8) 1987	1988	(note 8) 1987	1988	1987	1988	(note 8) 1987	1988	1987
Revenue	$ 2,128,909	$ 1,807,887	$ 2,959,866	$ 2,872,080	$ 1,321,439	$ 1,697,098	$ 632,791	$ 634,696	$ 7,043,005	$ 7,011,761
Expenditure	1,897,381	1,706,031	3,170,283	3,162,073	1,911,308	2,246,419	1,720,875	1,440,261	8,699,847	8,554,784
Excess of revenue (expenditure) from operations	231,528	101,856	(210,417)	(289,993)	(589,869)	(549,321)	(1,088,084)	(805,565)	(1,656,842)	(1,543,023)
Contribution from City of Hamilton	105,670	264,215	465,620	520,525	576,790	549,980	1,297,880	1,201,240	2,445,960	2,535,960
Excess of revenue (expenditure)	$ 337,198	$ 366,071	$ 255,203	$ 230,532	$ (13,079)	$ 659	$ 209,796	$ 395,675	$ 789,118	$ 992,937

The Corporate Division is comprised of the Marketing Services Department and the Finance and Administration Department, which includes the Box Office and related fees.

See accompanying Notes to the Financial Statements

THE HAMILTON PERFORMING ARTS
FOUNDATION INC.

FINANCIAL STATEMENTS

DECEMBER 31, 1988

DRAFT

FOR
DISCUSSION ONLY

AUDITORS' REPORT

To the Directors of The Hamilton
Performing Arts Foundation Inc.

We have examined the balance sheet of The Hamilton Performing Arts Foundation Inc. as at December 31, 1988 and the statements of revenue and expenditure and fund balances for the year then ended. Our examination was made in accordance with generally accepted auditing standards and accordingly included such tests and other procedures as we considered necessary in the circumstances.

In our opinion, these financial statements present fairly the financial position of the foundation as at December 31, 1988 and the results of its operations for the year then ended in accordance with generally accepted accounting principles applied on a basis consistent with that of the preceding year.

Hamilton, Canada
March 1, 1989

CHARTERED ACCOUNTANTS

THE HAMILTON PERFORMING ARTS FOUNDATION INC.

BALANCE SHEET

DECEMBER 31, 1988

A S S E T S

	1988	1987
OPERATING FUND		
Cash in bank	$ 105	$ 129
Short-term deposit	1,729	1,606
	1,834	1,735
SCHOLARSHIP FUND		
Short-term deposit	15,432	5,029
	$ 17,266	$ 6,764

F U N D B A L A N C E

FUND BALANCE		
Operating	$ 1,834	$ 1,735
Scholarship	15,432	5,029
	$ 17,266	$ 6,764

APPROVED ON BEHALF OF THE BOARD

DIRECTOR

DIRECTOR

THE HAMILTON PERFORMING ARTS FOUNDATION INC.

STATEMENT OF REVENUE AND EXPENDITURE AND FUND BALANCE - OPERATING FUND

FOR THE YEAR ENDED DECEMBER 31, 1988

	1988	1987
INTEREST REVENUE	$ 124	$ 70
EXPENDITURE		
Miscellaneous	25	15
EXCESS OF REVENUE OVER EXPENDITURE FOR THE YEAR	99	55
FUND BALANCE - Beginning of year	1,735	1,680
FUND BALANCE - End of year	$ 1,834	$ 1,735

THE HAMILTON PERFORMING ARTS FOUNDATION INC.

STATEMENT OF REVENUE AND EXPENDITURE AND FUND BALANCE - SCHOLARSHIP FUND

FOR THE YEAR ENDED DECEMBER 31, 1988

	1988	1987
REVENUE		
Share of profit from co-promotions with the Hamilton Entertainment and Convention Facilities Inc.	$ 10,000	$ 2,639
Interest	703	301
Donation	200	
	10,903	2,940
EXPENDITURE		
Performing Arts Scholarship		
Andre Gingras	500	2,500
Paula Groves		500
	500	3,000
EXCESS OF REVENUE (EXPENDITURE) FOR THE YEAR	10,403	(60)
FUND BALANCE - Beginning of year	5,029	5,089
FUND BALANCE - End of year	$ 15,432	$ 5,029

NOTE TO THE FINANCIAL STATEMENTS

DECEMBER 31, 1988

SIGNIFICANT ACCOUNTING POLICIES

(a) Revenue and expenditures for the Foundation are recorded on the accrual basis.

(b) Purchases of equipment, if any, are recorded as a charge against revenue in the year of acquisition.

(c) Interest income is allocated to the operating and scholarship funds based upon each fund's proportionate share of the short-term deposit.

HAMILTON ENTERTAINMENT AND CONVENTION FACILIITES INC.

AUDIT COMMITTEE MEETING
Friday, March 25, 1988
12:00 Noon
Copps Coliseum, Hamilton Room

MINUTES

PRESENT:	Mr. W. McFarland, Chairman Dr. C. Bart Mr. S. Cino
ALSO PRESENT:	Mr. B. Conacher Mr. J. Leuser Mr. R. DiFilippo
GUEST:	Mr. M. Collyer, Pannell, Kerr, MacGillivray

1. Chairman's Remarks

The Chairman welcomed everyone to the meeting which convened at 12:15.

2. Election of Vice-Chairman

MOVED by Mr. Cino, seconded by Mr. McFarland (Dr. Bart assumed the Chair for this portion of the meeting) that

DR. BART BE ELECTED TO THE POSITION OF VICE-CHAIRMAN OF THE AUDIT COMMITTEE.

MOTION CARRIED.

3. Draft Audited Financial Statements for The Hamilton Entertainment and Convention Facilities Inc.

The following amendments resulted from the review of the Draft Audited Financial Statements:

i) Opening Letter to the HECFI Board of Directors to be amended to include "...applied on a basis consistent with that of the preceeding year.", last paragraph, last sentence;

ii) the term "surplus" to be used in Exhibit "B" in place of "Excess of Revenue Carried Into The Following Year."

(iii) Exhibit "B" amended to read:

"CONTRIBUTION FROM THE CITY OF HAMILTON:

	1987	1986
1. Surplus Prior Year	$139,000	$278,000
2. Current Contribution	$2,396,960	$2,154,570
Total:	$2,535,960	$2,432,570

EXCESS OF REVENUE OVER EXPENDITURE FOR THE YEAR

TRANSFER TO THE CITY OF HAMILTON (NOTE 4)

SURPLUS"

(iv) Page 3, Notes, "Inspection report for the stage floor reinforcement of the Great Hall - $700. and Stage floor reinforcement for the Great Hall- $20,490." to be shown as a combined amount.

(v) Page 3, Notes, (b), "Receipts during the year - $21." to be incorporated with $125,275 "Interest earned during the year" - 1987 total.

(vi) Page 4, Notes, "The following commitments have been approved by the Board of Directors and will be charged against the fund in the year of acquisition" to be amended to read: The Board of Directors has approved proceeding with the following projects which will be charged against the fund in the year of acquisition:

(vii) Page 4, Notes, "Renovations for Copps Coliseum - $91,100." to be properly aligned.

(viii) Schedule #1, 1986 Excess of revenue over expenditure (Surplus) for Copps Coliseum - ($80,142.) to be shown in brackets.

Mr. Collyer clarified the following:

(i) That the auditing firm of Pannell, Kerr, MacGillivray concur with management's opinion not to include a note in the audited statement with respect to the "Sportmen's Show" law suit;

(ii) Page 5, Note 7, second paragraph - This note is a requirement of the City of Hamilton and Department of Municipal Affairs.

MOVED by Dr. Bart, seconded by Mr. Cino that

THE DRAFT HECFI FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 1987 BE APPROVED.

MOTION CARRIED.

The issue of Accounts Receivable was discussed; Mr. Collyer reporting that there are no concerns respecting management's procedures and/or policies.

The Committee requested management and staff to leave the meeting for a ten minute period.

4. Draft Audited Financial Statements for The Hamilton Performing Arts Foundation Inc.

Following review it was

MOVED by Dr. Bart, seconded by Mr. Cino that

THE AUDIT COMMITTEE RECOMMEND TO THE BOARD OF DIRECTORS APPROVAL OF THE AUDITED ANNUAL STATEMENTS AND TO ADVISE THE BOARD THAT IN THE REVIEW OF THESE STATEMENTS IT SHOULD BE NOTED THAT THE AUDITOR'S OPINION IS UNQUALIFIED AND THAT THERE IS NO SIGNIFICANT WEAKNESSES IN ACCOUNTING PROCEDURES OR DISPUTES WITH MANAGEMENT REGARDING VALUATION OR ACCOUNTING ISSUES.

MOTION CARRIED.

5. Report from Mr. Michael Collyer on HECFI's Internal Accounting Controls

Mr. Collyer's March 24, 1988 correspondence stating "...Our examination did not disclose any weaknesses in internal control or errors that should be brought to your attention..." was received.

6. Other Business

It was clarified that:
(i) the Audit Committee report will be presented directly to the Board of Directors;
(ii) subsequent/additional meetings will be at the call of the Chairman.

7. Adjournment

The meeting adjourned at 1:15 p.m.

TAKEN AS READ AND APPROVED

Mr. W. McFarland, Chairman

Patricia Bennett, Acting Secretary

Pannell
Kerr
MacGillivray
Chartered Accountants

M.P.O. Box 679,
4 Hughson Street South,
Hamilton, Ontario L8N 3M5
Telephone: (416) 523-7732
Fax: 572-9333

Bruno K. J. Bragoli
W. Michael Cashion
Michael G. Collyer
Colin C. Dalingwater
John C. Dow
Michael J. Hudson
Richard J. Kelly
William B. Stephenson

March 31, 1989

Chairman,
Audit & Finance Committee,
The Hamilton Entertainment
and Convention Facilities Inc.,
Copps Coliseum,
101 York Boulevard,
Hamilton, Ontario,
L8R 3L4

Dear Sir:

We have completed our audit of the records of H.E.C.F.I. for the current year. Our examination did not disclose any weaknesses in internal control or errors that should be brought to your attention. We appreciate the cooperation shown to us by the staff of H.E.C.F.I.

Yours truly,

PANNELL KERR MACGILLIVRAY,

per Michael Collyer

Michael G. Collyer, F.C.A.
Partner/ah

Hamilton Entertainment and Convention Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

Friday, May 19, 1989
8:00 A.M.
Hamilton Convention Centre
Room 314

REGULAR AGENDA

1.	**Chairman's Remarks**	
2.	**Correspondence**	
3.	**Minutes of April 21, 1989**	Attachment 3
3.1	Errors or Omissions	
3.2	Motion to Approve	
4.	**Business Arising From the Minutes**	
4.1	Board\Committee Structure	Attachment 4.1
4.2	Canadian Football Hall of Fame Dinner : Gallery of Distinction Dinner	Attachment 4.2
5.	**Committee Reports/Minutes**	
5.1	Executive Committee Fifth Report	Attachment 5.1
5.1.1	Executive Committee Minutes of April 12, 1989	Attachment 5.1.1
5.2	Copps Coliseum Committee Fourth Report	Attachment 5.2
5.2.1	Copps Coliseum Committee Minutes of March 22, 1989	Attachment 5.2.1
5.3	Hamilton Convention Centre Committee Fourth Report	Attachment 5.3
5.3.1	Hamilton Convention Centre Committee Minutes of March 28, 1989	Attachment 5.3.1

5.4	Hamilton Place Theatre Committee Fourth Report	Attachment 5.4
5.4.1	Hamilton Place Theatre Committee Minutes of March 30, 1989	Attachment 5.4.1

6. **New Business**

6.1	Hamilton Negev Tribute Dinner	Attachment 6.1
6.2	Copps Coliseum - Display Advertising Panels - Acceptance of Quotation	Attachment 6.2

7. **Other Business**

8. **Date of Next Meeting**

Friday, June 16, 1989
8:00 A.M.
Hamilton Convention Centre
Room 314

9. **Adjournment**

Patricia Bennett
Secretary to the Board of Directors
May 15, 1989

Unfinished Business

1. Trade Centre Arena Foundation - Possible Amalgamation with Hamilton Place Foundation

ACCOPRESS®

25070	YELLOW/JAUNE	BY2507
25071	BLACK/NOIR	BG2507
25072	BLUE/BLEU	BU2507
25073	R. BLUE/BLEU R.	BB2507
25074	GREY/GRIS	BD2507
25075	GREEN/VERT	BP2507
25077	TANGERINE	BA2507
25078	RED/ROUGE	BF2507
25079	X. RED/ROUGE X.	BX2507

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